

California State University, Chico
Academic Senate
(530) 898-6201, Zip 020
MEMORANDUM

ACADEMIC SENATE MINUTES

Thursday, November 10, 2016, 2:30 p.m., KNDL-207/209

Academic Senate meetings are recorded. Traditionally the written minutes consist of a summary of topics discussed. For more detail, listen to the audio file [here](#). Time stamps for each agenda item are provided in parenthesis for convenience. For accessibility questions, please contact the Academic Senate Office.

PRESENT: Allen (Wilking), Boyd, Cross, Crofts, Ferrari , Fleet, Ford, Heileson, Hutchinson, Hyatt (A. Grim), Janos, Kim, Kirchhoff, Kemper (Schulte), Livingston, Meadows, McConkey, Ponarul, Pittman, Pratt, Roll (Selvester), Rowberg, Schierenbeck, Scholz (Traver), Schulte, Selvester, Sistrunk, Stapleton, Sudick, Rehg, Thompson (Ferrari), Traver, Watkins, Wilking, Wyrick, Zartman

ABSENT: Boura, Calandrella, McLemore, Ward

Chair Boyd called the meeting to order at 2:31 p.m. (0:25).

A moment of silence was observed for members of the community: Jack Callaway (Student, Media Arts, Design and Technology) and Darhl Whitlock (Lecturer, Biological Sciences).

1. Approve Minutes of October 27, 2016. (1:29)

Corrections were offered to the roll.
Amended Minutes were approved.

2. Approve Agenda. (3:08)

Agenda was approved.

3. Announcements. (3:19)

- Hutchinson spoke about the post-election atmosphere at the University. She wanted to remind people that in a democracy, reactions to elections will vary and she hoped everyone would keep a cool head and work with our students to help them understand the process.

She mentioned the announcement she made yesterday expanding on this point and reiterating the University's commitment to supporting a diverse and inclusive community by valuing reason, respect and civility in fulfilling our mission. (<http://www.csuchico.edu/prs/pres-messages/nov-9-2016-post-election.shtml>) She also mentioned the joint announcement of Chancellor White and CSSA President David Lopez (<https://www2.calstate.edu/csu-system/media-center/Pages/Joint-CSU-CSSA-Statement-on-the-Presidential-Election.aspx>) along the same lines.

She noted that students need to feel safe and that they will be holding rallies and fora to promote solidarity and conversation. There will be a Peace and Solidarity Rally on November 16 from 11:30 and Michael Pratt, Associated Student Body President announced several possibilities for student engagement in the BMU. (<http://www.csuchico.edu/announcements-campus/announcements/archives/2016-11-15/letter-to-students.shtml>).

She also reported that there will be sessions for faculty and staff to come together after the Thanksgiving Holiday to exchange ideas about how to proceed and think about best practice in helping students. She also relayed that the University is thinking about continually improving how it communicates all the efforts that will be ongoing.

- Schierenbeck said that a memorial service for Darhl Whitlock will be held on November 14 in Colusa hall at 5:00 pm.
- On behalf of the California Faculty Association, Sistrunk wanted to mark the good things that the University is doing together to articulate and discover what shared governance means. To honor their labors, he gave red hard-bound copies of the famous AAUP Policies and Documents that has been a touchstone of shared governance and academic freedom principles in the United States for over a hundred years to President Gayle Hutchinson; Academic Senate Chair, Betsy Boyd; Staff Council Chair, Annette Heilesen and Associated Students President, Michael Pratt.
- Boyd reminded Senators that the University Diversity Council is currently calling for three volunteers to join for two year terms on the Council. (http://www.csuchico.edu/fs/documents/academic_senate/2016-2017/10-27-16/udc_members_call2016.pdf)
- Schulte asked for more clarification about efforts to reach faculty who are having challenges in their classrooms with disrespectful speech and attitudes. Hutchinson said that she hoped resources will emerge in the conversations and meetings she mentioned for faculty and staff after the Holiday break. Boyd hoped these kind of questions and conversation would continue later during the meeting as other faculty had asked her to promote them.
- Heilesen mentioned again that the 2016 University's Needy Children Program is asking for donations, gifts and food for needy children in Butte County. She encouraged people to participate with their offices, their colleges, or in any other way. Those interested may contact Cindy Kelly email clkelly@csuchico.edu or 898-3557.
- Boyd said that comments about the actual temperature of Kendall 207-209 could be conveyed to her.

4. Chair's Prerogative. (14:19)

A. Cloud Security Standard & Anti-Phishing Campaign. (Hendricks; time certain: 2:40 p.m.)

https://www.csuchico.edu/fs/documents/academic_senate/2016-2017/11-10-16/senate-november-2016.pdf

Boyd introduced Mark Hendricks, Information Security Officer, to present information

about phishing and Cloud security. He described how phishing and spam are social engineering attacks designed to get people to do things they wouldn't ordinarily. Phishing has emerged as the largest threat as it targets people giving away their credentials which opens their entire universe and anything they ever valued or loved to loss and despair. 91% of major breaches began with phishing attacks. Of the 100 billion messages sent daily across the web, 2-5% of them are not spam attacks.

On this campus @3,000 accounts have been compromised which distinguishes us in the CSU as among the highest. Attempts to change behavior include ITSS websites, social media campaigns, email alerts, and other efforts, but people don't read these as they are busy reading their phishing messages.

We will join others in the CSU in an anti-phishing campaign in which we phish ourselves. This will entail sending a few fake messages out to students and employees to trick ourselves and learn the bitter lessons of being caught and warned. Community members will be warned they are being targeted and should show their due diligence and just delete the suspect messages. This will happen quarterly.

There are pop-ups in browsers, alerts about compromised computers and calls to send money to fix problems detected. The attacks are getting more sophisticated, in text messages, calls for HR information and friend's email.

Instead of forwarding the messages to ITSS, people should simply delete them. Outlook does not have the capacity for someone to label something as spam.

Mark Hendricks explained that because a system-wide group is currently drafting a system-wide cloud security policy, locally we will use the standard policy available on the website. Cloud security means protecting University data anywhere it is stored even off campus. The policy will tell people services they should be aware of.

Boyd asked if we will need to have training on cloud security down the road. Mark Hendricks said that we will be required to do some follow-up in training for cloud services. He described the process by which cloud service providers are evaluated and training is determined for them. He said there are current lists of safe services and recommendations about security for level 1 data (data protected by law i.e. social security numbers) and level 2 data (sensitive HR info. etc.). Box will be the only provider in the near future for level one data storage.

B. Blackboard Learn and Distance Tech Primer. (Miller, Rowe; time certain 2:50)
(28:07)

Black Board Learn

https://www.csuchico.edu/fs/documents/academic_senate/2016-2017/11-10-16/blackboard_learn.pdf

Distance Tech Primer

https://www.csuchico.edu/fs/documents/academic_senate/2016-2017/11-10-16/distance_tech_primer.pdf

[16/distance_learning_technologies.pdf](#)

Boyd explained that she asked for an introduction to the management of the Chico Learning Management System: Blackboard Learn and introduced Andy Miller, Senior Director of Enterprise Applications and Data Services, and David Rowe, Manager of Distributed Learning Technologies.

[SLIDE THREE] Lists the eight units and shows the org chart that helps keep the BBL stable (overseen by the LMS Advisory Board). Not all of these units are in Academic Affairs and they are spread across campus.

BBL has evolved into the integrated complicated teaching/learning system that is constantly changing. Various pieces are updated continuously, and all the units involved work to smooth out the system's operations so that instruction is not interrupted and is smooth on the surface. The center of the system is Blackboard, which is housed on campus. (This is made up of roughly 64 applications and others that are not yet integrated).

82% of faculty use BBL and this grows every semester. 97.5% of the students use BBL. It is a very active system. Since Fall semester began there have been 24M page hits. This breaks down to 3M active user sessions averaging 30 pages each. Students are active almost all the time and also use their mobile devices.

[SLIDE FOUR] is a more detailed depiction of the highly integrated nature of the BBL system which is always moving all the time. The attempt is to maintain the user space as fairly stable while maintaining functionality. Change management is a constant effort as different groups need to know different things at different times seamlessly.

Faculty and student engagement would be useful in order to describe what people are wanting. The current version of the system is 9.1. There are projects underway that deal with Security, Accessibility, Upgrading the system between Grade Submission and Winter Session, keeping up with responsive design on the web to allow students to use their mobile devices more (which happens roughly 54% of the time).

Boyd asked David Rowe to describe the LMS Advisory Board more and how flexible we can be locally if the Chancellor's Office has already endorsed a product. Originally, the LMS board had to work down in the weeds to figure out what patches should be applied and how to test them functionally or systemically. The board looks forward to calculate what needs to be done and when and there is a constant interaction with the sister campuses across the system.

For the last couple of years, the Chancellor's Office has been utilizing master enabling agreements that make a preliminary check on software and then leverage the power of the system to negotiate cheaper prices. Sometimes our local efforts discover a suitable product, as happened with the video enabling program, Kaltura. Each campus must decide if Chancellor's Office possibilities are the best fit for them.

Livingston wondered if there were any teaching faculty on the LMS Board. David Rowe said Zach Justice was a member, but he represented Faculty Affairs. Rowe promised that any changes over intercession would have minor impact on the user's familiarity, but he was glad to talk about it as they need input to decide how to be more aggressive with some changes. Standard maintenance is typically on Thursdays from 5-8:00am.

Laura Sederberg explained that TLP needed the time between semesters to plan how to train faculty to use the new functionalities.

Janos said he was commenting as a faculty member who teaches in Sociology that has a distant education degree program. He said the LMS is sometimes quite problematic as the system constantly goes down and the department loses classes and records. He noted that sometimes his distance students have a brief window to watch his lectures and the system has gone down for days. The problems have affected the enthusiasm students and faculty have for the system as problems are sometimes severe. He thought faculty should be involved in the actual design of the systems to accommodate the needs they actually have as opposed to only learning what has become newly available.

David Rowe said he thought this kind of input was invaluable and wanted to hear more and had ideas about how to help specifically.

Meadows wondered if it was possible to start the Thursday morning updates ½ hour earlier, or to guarantee that they are finished by 8:00 as she teaches then and does not want to delay the beginning of her class as she has had to in the past. She also asked if it was true that the campus was thinking of moving to a less clunky LMS. She observed that BBL could not drag and drop among other enormities.

Andy Miller said that he and Mike Schilling were not opposed to a broader conversation about where the campus wanted to go, but recognized that there was a great deal of institutional knowledge invested in BBL. Meadows hoped that BBL was pushing to look like something from 2016 as opposed to something from 2000. Miller said that there were constant conversations with BBL about improving their interface through client advisory groups, but that the system was so integrated that sometimes changes in one place caused others elsewhere.

Ferrari said that beyond the work of TLP there should be a faculty app that could help understand BBL from a technological and pedagogical perspective.

5. Standing Committee Reports. (50:43)

A. Educational Policies and Programs Committee – Crotts.

Crotts apologized for seeming so pedestrian after all the high flown talk. He claimed EPPC had reached a certain exalted sensibility when they introduced two items.

EPPC Summary–November 03, 2016, Kendall Hall room 207, 2:30 p.m.

EPPC met on November 03, 2016. The following items passed as introduction items:

- Significant Change: Master of Science in Electrical and Computer Engineering
- New Executive Memorandum: Oversight of Campus Centers and Institutes

B. Faculty and Student Policies Committee – Meadows.

Meadows said she had nothing to add to the written report, and she asked for questions.

FASP Summary – November 3, 2016, ARTS room 228, 2:30 p.m.

- FPPP revision to FPPP 5.1.1.d: Joint Appointments passed as an action item
- A subcommittee was formed to revise EM 86-005 Adjunct Appointments at CSU, Chico

C. Executive Committee – Sistrunk.

Sistrunk observed that EC had had two meetings since the last report, and he encouraged Senators to ask questions of these and other synopses if they saw items of interest.

Executive Committee Synopsis Thursday, October 27, 2016, 12:30 a.m., K 107A

The Executive Committee met and discussed the following issues:

- President’s 100 Day Listening Tour: Day 76
Looking for more ideas for Outreach
Will go to communities around us in the Spring
- Promise Program K-12 ideas applied at Chico
- Academic Affairs Budget: Shortfall in modified ABC FTES model for HFA
- Faculty Professional Development Memo and limiting of rollover
- Moonlight Safety Walk
- Capital Projects
Science Building Feasibility Study
Albert E. Warrens Reception Center refresh
Central Plan Modifications (Boiler Chiller Plant)
Meriam Library Water Intrusion
- Public Ceremony for Boiler Chiller (10/31/16)
- Tower Society donors successes
- Courageous Conversations and anti-bias at Chico
- Senate Progress/ Plans

EPPC

University Writing Committee – Proposed Revisions to EMs 10-001; 08-025; new EM to supersede EM 99-003

Proposed EM: Oversight of Campus Centers and Institutes

Proposed Significant Changes to MS in Electrical and Computer Engineering

FASP

EM 86-005: Adjunct Appointments at CSU, Chico

Proposed EM: Workplace Abusive Conduct

FRAS award: Outstanding Chair

Executive Committee Synopsis Thursday, November 3, 2016, 12:30 p.m., K 107A

- Upcoming Senate agenda (11/10/16)
- EO 1096 Revisions
- Keeping up with EO revisions in general / Safety Committees suggestions to EMs
- Format and Length of Executive Committee meetings
- Senate Progress/ Plans

EPPC

University Writing Committee – Proposed Revisions to EMs 10-001; 08-025; new EM to supersede EM 99-003

Proposed EM: Oversight of Campus Centers and Institutes

Proposed Significant Changes to MS in Electrical and Computer Engineering

FASP

EM 86-005: Adjunct Appointments at CSU, Chico

Proposed EM: Workplace Abusive Conduct

Form FASP subcommittee to look at EO 1096 and 1097 (Revised) to update any of our policies

- Potential raising student tuition after Board of Trustees on 11/17/16
- \$55M budget gap Chancellor's request and Governor's response
- EO 1000 examination
- Dean of Students position
- Winter closure dates
- Employee's driver's license automatic polling

Kirchhoff asked what the last item about driver's licenses entailed. Sistrunk explained that Business and Finance was planning to utilize a computer program to automatically alert a supervisor if an employee was eligible to drive a state vehicle and he recognized that the question had not gone to the Unions for meet and confer yet.

Zartman asked if the Science building feasibility study had gotten into specifics about options. Such a study calculated the square footage of the building and other qualities that would be required. Hutchinson explained that the study needed to look at the footprint the building would have as well to make sure it is sound. Zartman asked if the space was cued for the Siskyou space, and Hutchinson said it was but that there needed to be more consideration of its impact. Zartman asked if AJH that would give us more space, and Hutchinson wanted to wait to discuss the issues more fully.

McConkey asked about the Promise program K-12 idea and Hutchinson said that like the program in Long Beach, this program would work with the Butte County Office of Education and Chico Unified to identify students in K-12 to promote their going on to community college and to the University. Zartman added that East Bay has a wonderful program there funded through East Bay school districts and its \$25M over 5 years.

6. Statewide Academic Senate – Schulte/Selvester. <http://www.calstate.edu/AcadSen/> (58:06)
Schulte noted that meeting at the Statewide Senate did not commence again until January. She outlined three resolutions in particular that had had a first reading and would benefit from any comments.

A. ASCSU Resolutions & CO Responses

<http://www.calstate.edu/acadsen/Records/Resolutions/2016-2017/index.shtml>

The first resolution treats Academic Freedom. There has been frustration at the Chancellor’s level that this could not be accomplished.

The second resolution encourages a lactation resources policy and calls for adequate space and resources to be given for this. It calls for new building to have a specific space with a lock, door, comfortable seating, electrical output and refrigeration for breast pumps and milk together with changing tables.

The third resolution rejects the projected tuition increase and to support the CSSA.

Rowberg expressed strong support for the lactation station idea because students are limited to the room in Child development now and this is inconvenient to travel to and arrive in other classes on time.

Crotts proudly exclaimed that the library now has a lactation room and Patrick Newell added that there are three rooms under development that he hoped to have up and running by next year.

Brooke Banks added that the issue of the lactation rooms has been discussed at the Space Allocation Committee meetings and that the library spaces are only the first step. Selvester hoped that this information could be shared so that she and Ann could take it to Statewide and point it out.

Selvester reminded everyone of the legislature’s concern to streamline the transfer process between the CSUs and the Community colleges. The ASCSU responded that it had a long standing commitment to facilitate transfers and hoped that questions would be sent directly to the faculty to address.

ASCSU discussed requiring only a “C” in the golden four. The Chancellor’s Office then changed its mind. A Senate working group had already been assembled to consider this and continued its work. A resolution was then adopted to support the change and also to approve whatever type of grade that other places recognized as passing.

APEC (Academic Progress Educational Coverage) endorse the recommendation of the Quantitative Reasoning task force, and recommended a statewide center as well. This last idea of a center has led to negotiations with the Chancellor’s Office.

Finally, the Senate passed a resolution supporting the Board of Trustee request for funds from the state and suggested that half the money from the Graduation Initiative be sent on increasing tenure density.

Schulte noted that seven CSUs and 2 UCs received letters claiming they had unconstitutional Free Speech policies.

Ford had very strong feelings about differentiating what would be a passing grade in the golden four. He described the example of a Butte community college student receiving a 71% grade (which would be a “C”) and that same grade would be a C- in Chico State (which should still be a passing grade for GE).

Schierenbeck asked if the passage of Prop 55 impacted the budget request.

B. Other ASCSU Reports

7. Associated Students - Pratt. (1:12:20)

Pratt outlined that the students would have post-election events:

November 16: 5-8 pm in BMU 220G open forum for Democrats

November 17: 5-8 pm in University Housing’s “the Hub” for Republicans

December 5: 4-7 pm open forum for all in BMU Auditorium

Pratt also reported that the Student Academic Senate has formed a taskforce to write a resolution responding negatively to the projected tuition increase. They are also working to inform students about this plan and to interact with the legislature to sway them as well.

Applications for the textbook scholarships offered by the AS will be available starting next week. There will be \$100 increments supplemented by \$100 with a total of \$20,000 available. The largest distribution will go toward EOP students, foster youth and veterans.

The AS is also working with the Community Colleges to promote a transfer leadership program.

The student Trustee search will start 4 months earlier than last year.

Math night is next Tuesday.

Zartman asked how many students have applied for the textbook scholarships, or how many could be accommodated. Pratt answered that he did not know yet. Zartman observed that it could be a very large number.

8. Staff Council – Heileson. (1:17:20)

Heileson pointed to the report and said she was happy to take any questions.

**Staff Council Minutes of September 13, 2016 Kendall 207/209, 8:30 am – 10:30 am
Approved October 11, 2016**

Attendance: James Aird, Brooke Banks, Sandra Barton, Rebecca Belser, Rebecca Cagle, Mario Chandrakumar, Mariam Chatila, Melissa Cheatham, Laura Cox, Joe Crotts, Nicole Davis, Tamara Fleet, Erin Forberg, Laurie Hansen, Annette Heileson, Barbara Johnson, Cindy Kelly, Kara Maas, Mike Mandry, Lynn Maurer, Jackie McMillan, Margie Mitchell, Cari Phipps, Michael Pratt, Jené Rabo, Jen Ross,

Rachelle Sousa, Erin Tarabini, Scott Taylor, Katherine Tilman, Sheryl Woodward

Absent: Katrina Cunningham, Holly Ferguson, Dana Francis, Rena Marino, Tawnie Peterson

Meeting Commence: 8:30 a.m.

I. Staff Council Chair – Annette Heileson

- a. Call to order
- b. Announcements:
 - i. Welcome/introductions
- c. Action item - Approval of meeting minutes from June 2016: approved
- d. Chair's prerogative:
 - i. President Hutchinson's listening tour – The Executive Committee is meeting with President Hutchinson later in the month to discuss the needs, wants and challenges of staff on campus. We represent staff in all capacities except for collective bargaining. If you have anything you would like us to address please contact any of the executive committee.
 - ii. Staff Council Mission & Vision Statement revision, Ad-Hoc Committee: Please contact Annette if you would like to be a part of this committee to expand on our current Mission & Vision Statement.

II. Guest Speaker: none

III. Human Resources Services – Sheryl Woodward:

- a. Working with Public Relations on a welcome back newsletter. This should be sent out in about 3 weeks.
- b. Compiled the IRP and class review data for the last fiscal year. 60 IRPs completed with a 75% approval rate and 42 class reviews completed with a 76.2% approval rate. The timeline for completion associated with both have been drastically improved upon this last year.
- c. With the new administration Sheryl has been given very close access to cabinet. When the President is done with her listening tour one of her plans is to put together a task force to talk about salary.
- d. Interim Vice President for Business & Finance Jim Hyatt has been looking into the funding for Staff Council. Sheryl met with Annette and Melanie to discuss the 2 funding needs of Staff Council. Hopefully cabinet will help out with our funding in the future.
- e. Overview of the Human Resources Service Center website: <http://www.csuchico.edu/hr/>

IV. Payroll or HRIS – Rebecca Cagle:

- a. Currently processing faculty appointments.
- b. All of the salary increases were processed over the summer. Still working on the MPP and C99 increases and those should be done by the end of the week.
- c. Everyone can see their increases and compensation and paycheck information in HR self-service.
- d. Benefits open enrollment opened September 12. Info session tomorrow, Sept. 14, 10:30-11:15 and 11:30-12:15. Open door walk in sessions on MWF from 9- 11am. Can also make appointments with benefits benefits@csuchico.edu. Open enrollment ends October 7 at noon. There is no flexibility on that deadline.
- e. HR Liaisons meeting will be October 26 or 27. Will send out more information when that date is set.

V. Associated Students – Michael Pratt, President & Tamara Fleet, Director of University Affairs:

- a. The AS committees and councils are getting up and running. Looking for staff that might want to serve as advisors to those committees.
- b. October 24 is the date of a mass effort to register students and provide nonpartisan information about propositions. This is also the last day to register to vote in CA.
- c. Dream Center is moving forward and will be in Siskiyou. Resources and information there.
- d. Zen Den grand opening is on September 22, 2-4pm in BMU 301. This is for students but also looking to create one for staff.

VI. Academic Senate – Joe Crotts:

- a. Senate began the 2016-2017 AY on September 1 with a retreat focusing on shared governance. First regular meeting is September 15.
- b. Graduation Initiative Plan originates from the Chancellor’s Office and entails reducing the time to graduate and eliminating the achievement gap between underrepresented students and the remaining student body.
- c. EO 1071: Delegation of Authority to Approve Subprograms (Options, Concentrations, Special Emphases) and Minors. This was revised September 7, 2016 and the Chancellor’s Office is asking for feedback by October 15. Concerns over the proposed revisions have been discussed in EPPC on September 8 and the Executive Committee on September 9. Proposed changes to Executive Order 1071:
 - i. Subprograms must require less than half the discipline-related credits in degree major programs.
 - ii. New subprograms must be proposed to the Chancellor’s Office and receive confirmation of policy compliance prior to implementation.
 - iii. Self-support concentration proposals must include a detailed cost recovery budget.

VII. Office of the President – Brooke Banks:

- a. The President’s Listening Tour is about half way through the 100 day timeline. A report of the first 50 days will be out by the end of the month. An on-line survey was sent out to provide feedback. Currently, there is a group analyzing the survey data.
- b. The searches for Provost and Vice President for Business & Finance are starting now and will be about 3 weeks apart. The candidates will come to campus in late January/early February.
- c. Preparing for the fall reception this Friday, September

16. VIII. Standing Committee Reports

- a. Ways & Means – Rachelle Sousa
 - i. Nothing to report
- b. Staff Recognition – Melissa Cheatham
 - i. Committee will be meeting in the next few weeks to go over the applications for the Fall Staff Academic Award. The recipient will be announced at the October meeting.
- c. Service Projects – Cindy Kelly
 - i. Fall Staff & Faculty Art Show information: 9/26/16 – 11/3/16 show dates, 11/3/16 Reception 4:30-5:30. Art will be on display during Chico Experience Week. Artists can bring their pieces in early if that works best. You could also donate your piece for the UNCP raffle. At the reception you can bid on auction items. Please inform artists of the new wire hanging for their pieces.
 - ii. University’s Needy Children Program – Working on revising the family form. Donation letters will be sent out to businesses by the end of the month. This fundraises for the grocery gift certificates for all the families. Family forms will go

out to campus in October. Mark your calendar for December 7, 5-6pm at the University Farm Pavilion for the UNCP Reception. Sandra Barton comments that the Theater Department is always looking for opportunities to perform so they might be an option for entertainment at the reception.

d. Governance – Jene Rabo

i. 2016-2017 At Large openings on Staff Council – 3 openings.

ii. Action Item (With James Aird, former Governance Chair): Proposal to change the Staff Council bylaws. The change adds a constituency group 4 (MPPs) to the current definition of membership. Discussion took place over allowing a limited number of MPPs on Staff Council. Council votes unanimously to include MPPs in the Staff Council by-law definition of Staff Council constituency.

iii. Area lists will be sent out in the next weeks for updating.

IX. Executive Committee business/new Staff Council business/office reports

a. Dutch flower bulb fundraiser- please share the link. Bulbs are mailed directly and are 100% guaranteed. This is an easy fundraising opportunity for Staff Council.

b. Upcoming athletics events for Staff/Faculty – Women’s volleyball this Saturday, September 17 at 7pm. Next is men’s and women’s soccer games.

c. Relay for Life team participation 2017 – any help is appreciated!

d. Blood Drive: October 10 & 11, BMU Auditorium

e. Annual Halloween Costume Contest – looking for a different way to vote other than through the Facebook page. If you have suggestions please contact Melanie.

f. Melanie is working on a consistent Staff Council Newsletter.

g. Melanie and Rachelle attended a first generation faculty & staff association meeting.

h. Staff Council group photo will be taken at the October meeting.

X. Intent to raise question:

a. Introduction item: Potential addition of two Ex-Officio seats to Staff Council (AS Administration and Research Foundation Administration). Discussion on the role of the Ex-Officio members. Do we need AS Administration since we already have AS President? It would be more of a business level report as opposed to the student related report that the AS President provides.

XI. Adjournment: 10:10 a.m.

9. University Report - Hutchinson/ Ward.(1:17:26)

A. Hutchinson

President Hutchinson asked Zartman to report on the progress of the two searches currently underway.

Zartman said that by next week the committee considering the candidates for the Vice President for Business and Finance will be finalizing the processes it wants to follow.

At 5:00 today, the other committee will determine who the semi-finalists will be for the Provost position. The preliminary interviews will be December 1 and 2 and be completed by the end of January and the beginning of February.

The interviews for the semi-finalist for the VP Business and Finance will be on December

13 and hold airport interviews from January 19-20. The finalists will visit campus at the February.

Hutchison commended EMEDC for the fine work they had done to maintain quality and the integrity of the process.

Hutchinson mentioned the Memorial Day ceremony held yesterday in Colusa hall with about 200 veterans and an additional 450 students militarily connected as the spouses and children of our veterans.

The Listening Tour will be coming to a conclusion soon and she hoped the great feedback would continue. After this is complete, we will start to work on the University Strategic Plan together.

EO 1000 progress report is still under analysis. We will continue with the process we have had before and she hoped to have a conclusion to the study by the end of the semester. She will then take it to Cabinet and then to Senate Executive and others to thoughtfully and methodically reconsider best practice for ourselves. She asked for patience as we move to better practice in the future.

Finally, Hutchinson reminded everyone that the University Budget Committee will meet on December 8.

10. Revision of FPPP 5.1.1: Hiring – Tenure Track (Probationary) Faculty – FASP Introduction Item. (1:22:58)

Meadows moved the revision to the FPPP. She explained that this was a great example of how faculty have an issue and they come to FASP with their issue for resolution. Faculty with joint appointments had complained that their expectations for service were not proportional to both of their assignments. The subcommittee worked with department Chairs and some faculty involved in joint appointments and a Dean to come up with language that seeks to maintain a balance between the service required of two positions. This language is added to the hiring section of the FPPP.

FPPP 5.1.1.d Jointly appointed faculty are expected to participate in faculty governance processes within their respective academic units, colleges or the University. The nature and extent of this participation will be determined in consultation with the Chairs of their respective academic units and the appropriate Dean(s) and must be guided by the proportion of the assignment the joint appointee holds in each academic unit (FPPP 5.1.1.c). A balance must be maintained which will not impose more demands for service on joint appointees than falls upon regularly appointed faculty of equivalent rank and tenure status. This agreement will be explicitly defined in a signed Memorandum of Understanding between the appointee and their Department Chairs and Dean(s), at the time of appointment or as requested by joint appointees.

FPPP 5.1.1.e. Any current temporary faculty unit employees under consideration for a probationary appointment should be treated as if applying for a new position, using the

same probationary appointment hiring procedures.

[Add this cross-reference]

FPPP 10.1.10 The periodic evaluation or performance review for individuals holding a joint appointment in more than one academic Department/Unit shall be conducted by each department in which the individual holds an appointment; or, in accordance with campus procedures, the review may be conducted by a committee with representation from each department in which the individual holds an appointment. (See section 5.1.1.d)

Wyrick asked if the service requirement was restricted to a half portion for one of the departments in which someone had a joint appointment. Meadows said that that was not what the language says. Wyrick thought a person could perform the whole service requirement for one department. Meadows pointed out that that is not what is happening. Service expectations are too great for these faculty. Wyrick said he knew of faculty who were not doing anything in one department and claiming that was adequate.

Sistrunk underlined that the policy says that the percentage of a joint appointment does not only have to be 50% and 50% between two departments. Wyrick said that service is not just determined by department (if it is service elsewhere for example).

Livingston asserted that the policy recognizes different levels of service outside the department. It also requires a comparative equivalence between like ranks for service. Wyrick wanted to be sure that the balance of service was the same for any other faculty member. Livingston pointed out that the last sentence requires an MOU between the Chairs and the Dean.

Wyrick was concerned that an MOU signed at the beginning of a career could not be changed. Livingston thought that all the MOUs would be a little different, but they are all subject to renegotiation since careers change expectations. McConkey thought the last sentence described this ability to renegotiate. Livingston wondered if we should say that Deans or Chairs can initiate renegotiation of the MOUs. Janos said that it seems a given that Deans can renegotiate at any time.

Scholz thought that the problem was that service is nebulous and hard to quantify, but this policy is at least an attempt to protect those being required to do too much.

Boyd reminded Senators that this is exactly the time to express concerns and ideas as changes can be made if the item come to action.

Wyrick wanted to return to the issue of whether a Dean could request an MOU at any time.

Hutchinson said when she was Dean it was very important for her that the Department Chairs would work out an agreement and understand that they would revisit it every year if needed. As a Dean, she utilized the FPPP and the CBA so that faculty would clearly understand their rights when making up their RTP reports. The criteria or MOUs would spell out their expectations. A Dean is not going to run in and change MOUs. The Chairs should sit down and really look at the

faculty members and work out their workload fairly and flexibly. She thought this language is flexible enough to allow this dynamic to occur in a professional way with the idea the Chairs and the Deans are an advocate of the faculty person so that they succeed. The joint appointee should know clearly what is expected of them quantitatively and qualitatively. She has known appointees who were expected to do too much for each department.

Introduction Item – Passed.

11. Ask the Administrator. (1:38:43)

Zartman asked about the feasibility study for the Science building and wondered if we moved to the AJH spot it would be more money and we would lose our place in the queue.

Boyd said that she had attended the Campus Planning Committee and heard that the feasibility study is in progress and will be finished in December. She said there is no guarantee that if we moved the site, it would be taken off the docket. It is true that conversation and negotiation would likely occur. Jim Hyatt may be able to clarify more when he returns.

Zartman asked about the letter Hutchinson sent to the campus yesterday. Hutchison repeated what she said about the other messages sent by Tim White and the general observation that elections can cause strong emotions. She emphasized that there are offices on campus where students can find help and counseling. The AS students will have programs, Student Affairs and Student Life will have programs. Faculty and staff will have meeting times next week to come together to express their concerns, but also make this a teachable moment about democracy and diversity. There is another group thinking about how students might add to their toolkit for resiliency and empowerment.

We might think about communication strategies to help our students and to let people know that a lot of effort is being expended thoughtfully. That they are not alone. We should also encourage our students to stay in school and concentrate on their studies to end the semester strongly which is also empowering.

12. Other. (1:45:06)

Selvester wanted to ask people to share anything they thought was productive in class or with others, or had they found strategies they thought were productive.

Schierenbeck said that she talks a lot about plant diversity in her classes, and she will continue to talk about cultural diversity and point out that biologically there is no such thing as race.

Ferrari remarked that she did not know how to have a discussion. When she went to class there were applications about how to apply for citizenship all over the desks which she could tell was designed to intimidate. At first, she could not speak and then she had a discussion with the class where she admonished them to really listen to each other. This began an in depth discussion where they shared their fears. She concluded by showing the students the map of how 18-25 voted.

Zartman had many conversations across the country and derisive conversations are spreading. But when people really hear what is actually being said, they understand why so much

conversation is about building a safe place on college campuses. People believe the things we are hearing stopped being said 30 years ago. He approved of the example of our Athletics department about hate speech because we need to speak out against it.

Hutchinson hoped we can communicate ways to have everyone, students, faculty and staff can talk and feel safe. She hoped we would embrace the teachable moment and express our values about inclusive and diverse communities

13. Adjourn.(1:01:36)

Meeting adjourned at 4:22 p.m.

Respectfully submitted,
Tim Sistrunk, Secretary