

FACULTY SENATE OF DELTA STATE UNIVERSITY  
COMMITTEE ASSIGNMENTS  
1993-94

ACADEMIC ACHIEVEMENT

Norris (P), Abide (J), Barnes (D), Peeler (E), Raines (M), Sridharan (K), Wilder (K)

ACADEMIC COMPUTER USAGE

Mitchell (B), Butts (B), Correro (J), Hamon (G), Johnson (M), Owen (E), Parker (C)

ACADEMIC HONORS

Tomek (J), Brister (G), Brooks (B), Carr (M), Denton (F), Kramer (G), Moore (N), Rushing (K), Tullos (M)

ATTENDANCE

Strahan (R), Black (B), Blansett (D), Brown (J), Elkins (C), Johnson (C), Leach (F), McMinn (B), Spencer (J)

CREDENTIALS

Quon (J), Britt (S), Fleming (R), Garrison (J), Koehler (R), Long (A), Pettway (K), Small (M), Solomon (T), Wilder (M)

CRITICAL THINKING ACROSS THE CURRICULUM

Hayes (W), Chase (V), Dallas (J), Hayes (C), Kennison (B), Macmillan (B), Ouzts (F), Seiger (L), Sledge (A), Tiftickjian (J), Walley (W)

LIBRARY

Wilson (J), Bahr (E), Caudill (D), Crook (L), Frnka (R), Hailey (L), Ross (M), Ryder (Robert), Schubert (D), Simmons (T), Tatum (J), Williams (Jerry)

ORAL, AURAL, AND VISUAL HISTORY

Cash (W), Cranford (S), Foster (P), Hahn (S), Stone (C),

RESEARCH

Thornell (J), Booth (W), Burgos-Aguilar (B), Greever (J), Jones (R), Jordon (S), Outlaw (H), Weare (J), Wheeler (D), Woodall (F)

**SPECIAL PROGRAMS**

Butler (M), Buchanan (M), Ford (J), Ford (S), Fioranelli (V), Lester (W), Smith (D), Williams (A), Wilson (W)

**WRITING ACROSS THE CURRICULUM**

Barnwell (M), Allen-Bradley (J), Bobo (N), House (E), Jones (R), Kennison (C), Sanders (A), Spencer (J), Tyderle (J)

**WRITING PROFICIENCY EXAM APPEALS**

Dodge (R), Oppenheimer (B), Williams (E)

**SENATE CHAIR DESIGNEE TO ACADEMIC COUNCIL**

Brooks (B)

Note: In 1991-92 the Tenure Appeals Committee was absorbed into the Faculty Senate Committee on General Academic Affairs.

Submitted on August 18, 1993

**DELTA STATE UNIVERSITY  
FACULTY SENATE  
COMMITTEE ASSIGNMENTS  
1993-94**

**Committee on University Standing Committees**

Camille Branton  
Joe Garrison  
Bill Hays, Chair  
Florence Ouzts  
Tony Wilson

**Committee on General Academic Affairs**

Ed Bahr  
Mark Butler  
Jerry Dallas  
Dave Heflin  
Robert Fleming  
Collier Parker  
Debra Smith  
Bill Spencer, Chair  
Ed Williams

**Committee on Finance**

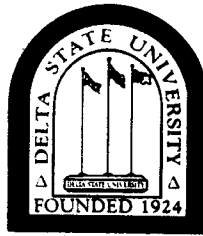
Vicky Chase, Co-Chair  
Darry Hardy  
Val Hinton  
Tommy Sledge, Co-Chair  
Marcus Steele

**Committee on University Services**

Darvin Barnes  
Carol M. Boyd  
Rob Brown, Chair  
Georgene Clark  
John Simmons  
Dwain Stephens  
Anita Williams

**Elections Committee**

Robert Fleming  
Vicky Chase, Chair  
Bill Hays  
Camille Branton  
Louise Seals



Cleveland, Mississippi 38733

FACULTY SENATE

## MEMORANDUM

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**To:** Members of the DSU Faculty Senate

**From:** Georgene Clark, Vice Chair

**Re:** Next Regular Senate Meeting  
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**Date:** Thursday, June 10, 1993

**Time:** 3:30 p.m.

**Place:** 118 Ewing Hall

### Agenda

#### I. Introductions

**II. Minutes** of the May 11 meeting. **Please review the enclosed copies before the meeting and note any corrections or modifications.**

#### III. Old Business

- A. Early date for graduating seniors' grade reports/scheduling exams after graduation
- B. Conflict of graduation with Mother's Day

#### IV. New Business

- A. Change of day, time and place of graduation
- B. Change of order in which candidates for degrees receive their diplomas
- C. Statute of limitations on student academic grievance procedures
- D. Faculty Senate committee assignments for 1993-94/election of chairs

#### V. Announcements

Delta State University Faculty Senate  
June 10, 1993  
Ewing Building, Room 118  
Cleveland, Mississippi

MINUTES

- Members Present:
- Georgene Clark, Vice-Chair
  - Camille Branton, Secretary
  - Tony Wilson
  - Dwain Stephens
  - Collier Parker
  - Tommy Sledge
  - Bill Hays
  - Bill Spencer
  - Vicky Chase
  - Robert Fleming
  - W.R. Wilson, proxy
  - Gary Cook, proxy
  - Mark Butler
  - Robert Brown
  - Alinda Sledge, proxy

- Members Absent:
- Ed Williams
  - Darry Hardy
  - Joe Garrison
  - Val Hinton
  - Darvin Barnes
  - Dave Heflin
  - Jerry Dallas
  - Debra Smith
  - Burrow Brooks, Chair
  - Edward Bahr
  - Dorothy Seals
  - John Simmons
  - Marcus Steele

Agenda

- I. Introductions
- II. Approval of the minutes of the May 11 meeting
- III. Old Business
  - A. Early date for graduating seniors' grades reports/scheduling exams after graduation
  - B. Conflict of graduation with Mother's Day

#### IV. New Business

- A. Change of day, time, and place of graduation
- B. Change of order in which candidates for degrees receive their diplomas
- C. Statute of limitations on student academic grievance procedures
- D. Faculty Senate committee assignments for 1993-94 election of chairs

#### V. Announcements

#### Agenda Business

I. The meeting was called to order by Vice-Chair Clark. She introduced the following proxy members: W.R. Wilson, Mathematics; Gary Cook, Music; and Alinda Sledge, Social Work.

II. The following corrections were noted in the May 11 minutes:

Page 6 - Change "out standing " in the fourth line of Section D to "overdue"

Page 7 - delete "is" from the fourth line of the first full paragraph

Senator Brown moved that the minutes be approved after the corrections. Senator Hays seconded the motion. The motion passed unanimously.

#### III. Old Business

- A. Senator Branton stated that her division has been concerned about how early senior grades are due during the spring semester because of the number of seniors that stop coming to class after their grades have been turned in to the Registrar's office. This often results in students missing more classes than is acceptable by university policy. Senator Spencer moved that additional clarification be made in the Bulletin to include graduating seniors after grades are due. Senator Fleming suggested that the motion be amended to specify that absences for seniors can be accumulated after the final grades are in and should be included in all official publications. Senator Spencer agreed to the amended motion. Senator T. Sledge seconded the motion. All senators voted in favor of the motion with the exception of one abstention.

- B. Senator Branton stated that there had been some concern in her division over the conflict of graduation with Mother's Day. Senator T. Sledge suggested moving this business to New Business.

#### IV. New Business

- A. Senator T. Sledge moved that graduation be moved to the morning of the Saturday before the Sunday on which graduation is usually held. Senator Spencer seconded. The motion was passed by acclamation. *Sat. a.m. at 10*
- B. Senator Branton moved to change the order in which candidates for degrees receive their diplomas with doctoral students receiving diplomas first, followed by specialists, master's, and undergraduates. The motion was seconded by Senator Hays. The vote included 10 ayes, 4 nays, and one abstention. The motion passed.
- C. Senator Hays discussed the statute of limitations on student grievance procedures. Hays stated that at present there is no statute of limitations on student grievances. After reading the current policy statement, it was evident that there ~~was~~ no time limit. Senator Hays stated that recently a student had appealed grades on four courses over a period of three years. Senator Hays moved that the following statement be added to the end of the *Current* policy statement: "This appeal must be filed within 120 days of the date that the alleged grievance occurred." Senator Spencer seconded the motion. All voted in the affirmative with the exception of one abstention.
- D. Vice-Chair Clark distributed a current list of senate committees and suggested that each committee get together to elect a chair before reconvening. The following chairs were elected:

Committee on University Standing Committees : Chair - Bill Hays  
 Committee on General Academic Affairs: Chair - Bill Spencer  
 Committee on Finance: Co-chair-Vicky Chase; Co-chair-Tommy Sledge  
 Committee on University Services: Chair - Rob Brown  
 Elections Committee: Chair - Vicky Chase

The meeting was reconvened and new committee chairs were announced.

V. Announcements

Vice-Chair Clark announced that Psychology had been made a department and needs to elect a senator. Also, since the current proxy for Behavioral Sciences is from the department of Psychology, a new proxy needs to be elected for Behavioral Sciences.

The next meeting will be held on July 8, 1993. Vice-Chair Clark requested that any items to be included on the agenda be submitted as soon as possible.

VI Senator T. Sledge moved that the meeting adjourn. Senator Stephens seconded the motion which was passed unanimously. The meeting adjourned at 4:45 P.M.



Delta State University Faculty Senate  
June 10, 1993  
Ewing Building, Room 118  
Cleveland, Mississippi

MINUTES

Members Present: Georgene Clark, Vice-Chair  
Camille Branton, Secretary  
Tony Wilson  
Dwain Stephens  
Collier Parker  
Tommy Sledge  
Bill Hays  
Bill Spencer  
Vicky Chase  
Robert Fleming  
W.R. Wilson, proxy  
Gary Cook, proxy  
Mark Butler  
Robert Brown  
Alinda Sledge, proxy

Members Absent: Ed Williams  
Darry Hardy  
Joe Garrison  
Val Hinton  
Darvin Barnes  
Dave Heflin  
Jerry Dallas  
Debra Smith  
Burrow Brooks, Chair  
Edward Bahr  
Dorothy Seals  
John Simmons  
Marcus Steele

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The next meeting will be held on July 8, 1993. Vice-Chair Clark requested that any items to be included on the agenda be submitted as soon as possible.

VI Senator T. Sledge moved that the meeting adjourn. Senator Stephens seconded the motion which was passed unanimously. The meeting adjourned at 4:45 P.M.

# MEMORANDUM

July 5, 1993

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**To:** Members of the DSU Faculty Senate

**From:** Georgene Clark, Vice Chair *pc*

**Re:** Next Regular Senate Meeting

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**Date:** Thursday, July 8, 1993

**Time:** 3:30 p.m.

**Place:** 118 Ewing Hall

## Agenda

### I. Introductions

**II. Minutes** of the June 10 meeting. **Please review the enclosed copies before the meeting and note any corrections or modifications.**

### III. Old Business

- A. Concerns about graduation, status report
- B. Statute of limitations on student academic grievance procedures, status report

### IV. New Business

- A. Method of determining percentage of increases in faculty salaries on the 1993-94 contracts
- B. Student grade reports for summer school
- C. Faculty Senate office space
- D. Faculty Senate committee assignments for 1993-94, updated list
- E. Faculty Senate membership list for 1993-94 , corrected/updated copy
- F. Approval of 1993-94 university-wide committee assignments

### V. Announcements

Delta State University Faculty Senate  
July 8, 1993  
Ewing Building, Room 118  
Cleveland, Mississippi

MINUTES

Members Present:

Tony Wilson  
Dwain Stephens  
Camille Branton, Secretary  
Bill Hays  
Darry Hardy  
Duke Barnes  
Sammy Cranford, proxy  
Bill Spencer  
Vicki Chase  
Robert Fleming  
W.R. Wilson, proxy  
Mark Butler  
Robert Brown

Members Absent:

Georgene Clark, Vice-Chair  
Collier Parker  
Tommy Sledge  
Ed Williams  
Joe Garrison  
Val Hinton  
Dave Heflin  
Jerry Dallas  
Debra Smith  
Burrow Brooks, Chair  
Edward Bahr  
Dorothy Seals  
John Simmons  
Marcus Steele

The meeting was adjourned <sup>since</sup> a quorum was not present at the meeting. The next meeting will be held on September 9, 1993.



Vicky

Cleveland, Mississippi 38733

FACULTY SENATE

September 2, 1993

## Memorandum

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**To:** Members of the DSU Faculty Senate

**From:** Burrow P. Brooks, Chair

**Re:** Next Regular Senate Meeting  
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**Date:** Thursday, September 9, 1993

**Time:** 3:30 p.m.

**Place:** 118 Ewing Hall

**Agenda:**

**I. Introductions**

**II. Minutes** of the June 10 meeting. Please review the enclosed copies before the meeting and note any corrections or modifications.

**III. Old Business**

- A. Concerns about graduation, status report.
- B. Faculty Senate budget, status report.

**IV. New Business**

- A. Report on business of the Academic Council
- B. Method of determining percentage of increases in faculty salaries on the 1993-94 contracts.
- C. Student grade reports for summer school.
- D. Faculty Senate office space.
- E. Faculty Senate committee assignments for 1993-94, updated list.
- F. Faculty Senate membership list and proxy list for 1993-4, corrected/updated copy.
- G. National meeting of faculty senate leaders.

**V. Announcements**

**Delta State University Faculty Senate  
September 9, 1993  
Ewing Building, Room 118  
Cleveland, Mississippi**

**Minutes**

**Members Present:**

Tony Wilson  
Dwain Stephens  
Tommy Sledge  
Ed Williams  
Bill Hays  
Val Hinton  
Dave Heflin  
Jerry Dallas  
Debra Smith  
Bill Spencer  
Georgene Clark, Vice-Chair  
Robert Fleming  
Edward Bahr  
Mark Butler  
Anita Williams  
Rob Brown  
Paul West, proxy Beh Sciences - Camille Branton  
James Gray, proxy - CIS - Darry Hardy  
Jo Wilson, proxy - Library - Vicki Chase  
Burrow Brooks, Chair  
John R. Simmons

**Members Absent:**

Flo Ouzts  
Joe Garrison  
Darvin Barnes  
Dorothy Seals  
Marc Steele  
Carol Boyd



## **Agenda**

- I. Introductions
- II. Approval of minutes of the June 10 meeting.
- III. Old Business
  - A. Concerns about graduation, status report.
  - B. Faculty Senate budget, status report.
- IV. New Business
  - A. Report on Academic Council
  - B. Method of determining percentage of increases in faculty salaries on the 1993-94 contracts.
  - C. Student grade reports for summer school.
  - D. Faculty Senate office space.
  - E. Faculty Senate committee Assignments for 1993-94, updated list.
  - F. Faculty Senate membership list and proxy list for 1993-94, corrected/updated copy.
  - G. National meeting of faculty senate leaders.
- V. Announcements

### **Agenda Business**

- I. The meeting was called to order by Chair Brooks. New members and proxies were introduced.
- II. The following corrections were noted in the July 8 meeting:

Page 1 - add the word "since" in the first line.

The following corrections were noted in the June 10 meeting:

Page 3 - correct spelling of "statute" in line 3 of Section C.  
add an "s" to "limitation" in line 3 of Section C.  
change "was" to "is" in line 4 of Section C  
add "current" to line 7 of Section C  
capitalize "This" in line 8 of Section C.

Senator Stephens moved that the minutes be approved as corrected.  
Senator Spencer seconded the motion. The motion passed unanimously.

### III. Old Business

- A Only approximately 30% of the requested Faculty Senate budget was approved for 1993-94. Dr. McArthur asked Chair Brooks and Senator Hays that the Faculty Senate overspend money this year in order that a base would be established for next year. Chair Brooks further stated that there is money for long distance and the Faculty Senate will be given an LDDS access number.
- B. Vice-Chair Clark reported on the request concerning graduation changes. The Cabinet has agreed to the request to change the date and time of graduation. Although not official, it appears that the change may occur this year. With regard to the order of procession, a decision has not yet been made. Further inquiry from other schools will be looked at before a decision is made.

### IV. New Business

- A. Chair Brooks reported on the August 19 Academic Council meeting. He stated that the academic grievance policy that was suggested by the Faculty Senate in the June meeting and was adopted with some modification. The wording of the policy was discussed. The following is the way the Academic Council worded the policy: "This appeal must be filed by the end of the succeeding term in which alleged grievance occurred." A "term" would be defined as Fall semester, Spring semester, and Summer (both sessions).

At the September meeting held on September 8, the Academic Council discussed clarifying the attendance policy for graduating seniors after grades were turned in to the registrar's office. The

Council did not think that this needed to be included in the catalog. Teachers should make it clear in syllabi that those days would be counted as absences and that if absences exceed the allowed number, an "F" could result. These would be turned in prior to graduation before final exams begin. Senator Hays suggested that this would give faculty some leverage even if it is not in the catalog.

Academic Council asked that the Faculty Senate look at the possibility of going to a grading scale of pluses and minuses. This was suggested by Dean Thornell and no opposition was shown by Dr. McArthur.

- B Percentage increases in faculty salaries according to Dr. McArthur was to include 5% of last year's salaries to be made available for raises. All faculty would receive 4%. The remaining 1% would be allocated to faculty who were below average salaries with these raises having a maximum of 8%. The decisions on this would be left to Dr. McArthur's discretion.

The new budget should be in the library soon.

- C Student grade reports for summer school have not been available until the end of second semester of summer school for transfers, advisement, etc. Senator Hays made the motion that the Faculty Senate ask the Committee on Academic Affairs or a subcommittee to talk to the registrar's office to see if the grade reports can feasibly be completed by the end of the first summer term. Senator Hinton seconded the motion. The motion carried.
- D. Senator Hays moved that Executive Committee approach the administration to request office space for the Faculty Senate. The motion was seconded by Senator Spencer. The motion carried.
- E. The updated list for Faculty Senate committee assignments for 1993-94 was mailed to each senator. No corrections were noted.
- F Faculty Senate membership list and proxy list for 1993-94 was mailed to each senator. No corrections were noted.

- G. The new budget requested \$900.00 for travel and possibly for the Chair or designee to attend a national meeting of Faculty Senate leaders. This meeting is next month in Washington, D.C. with the major topic being the Faculty Senate and Fiscal Crisis Strategies for Survival. Senator Dallas moved that we have the Faculty Senate Chair attend this meeting and Vice-Chair Clark seconded the motion. The motion carried.

V. Announcements

- A. Ray Cleere and the IHL Board were supposed to have a statewide meeting with the Faculty Senates in September. This meeting has been cancelled and may occur at a later time.
- B. Colonel Stephens in Aerospace Studies is retiring and was given good wishes for his future endeavors.
- C. The next meeting will be held on October 14, 1993.

Colonel Stephens moved that the meeting be adjourned. Senator Butler seconded the motion. The motion carried.

Delta State University Faculty Senate  
November 11, 1993  
Ewing Building, Room 118  
Cleveland, Ms

Minutes

Members Present: Tony Wilson  
Russell Jackson  
William Bell - Aviation Proxy - Tommy Sledge  
Paul West - Behavioral Sciences Proxy - Camille Branton  
Grady E. Williams III  
Bill Hays  
Darry Hardy  
Jane Weare - Curriculum and Instruction Proxy - Joe Garrison  
Val Hinton  
Jerry Dallas  
Georgene Clark  
Bill Spencer  
Victoria Chase  
Robert Fleming  
John Simmons  
Edward Bahr  
Mark Butler  
Dorothy Seals  
Marcus Steele  
Anita Williams  
Rob Brown  
Burrow Brooks - Chair

Members Absent: Flo Ouzts  
Debra Smith  
Duke Barnes  
Dave Heflin  
Collier Parker  
Carol Boyd

Agenda

- I. Introductions
- II. Approval of minutes of the October 14 meeting
- III. Old Business
  - A. Professional liability coverage, status report
  - B. Faculty Senate office space
- IV. New Business

- A. Report on forum on legal issues affecting higher education
- B. Report on faculty workshop held in Jackson on November 5
- C. Privacy issues - what information should a faculty member give to a student's parents?
- D. Faculty member's responsibility in initiating the tenure process
- E. Report on national workshop for faculty senate leaders

V. **Announcements**

**Agenda Business**

- I. The meeting was called to order by Chair Brooks, and proxies were introduced.
- II. Corrections were made to the October minutes. Senator Hays moved that the minutes be approved as corrected, and Senator Spencer seconded the motion.

Page 2, Section IV E - add an "s" to the word "holiday"

III. **Old Business**

- A. **Professional liability insurance coverage, status report.** Chair Brooks reported that information reported at the Faculty Senate Association meeting indicated that faculty members are covered by state liability insurance. This includes coverage for bodily injury and property damage as well as professional liability, which covers such situations as improper advisement or harassment. This liability insurance will protect faculty since sovereign immunity ended on October 1.
- B. **Faculty senate office space.** Chair Brooks reported that suitable office space had been located in the library. However, it will be necessary for the senate to have a phone installed at a cost of \$75.00. The library will pay monthly charges after installation. Senator John Simmons moved that the senate accept the use of the office in the library. The motion was seconded by Senator Steele and was approved unanimously.

Senator Anita Williams moved that the money for installation be requested from Dr. McArthur. The motion was seconded by Senator Simmons and was approved unanimously.

- C. **Status report on other old business.** Chair Brooks reported that a letter had been sent to Dr. Wyatt recommending the continuation of Internet services.

Chair Brooks also reported that a letter had been sent recommending a standard progress report form for athletes, etc.

#### IV. New Business

- A. Report on forum on legal issues affecting higher education. Senator Rob Brown reported on student rights covered at the legal issues forum. Issues covered included the following:
- 1st amendment - Students have rights of freedom of speech within the college environment.
  - 4th amendment - Search and seizure - Dorm rooms can be searched if there is "reasonable cause." ( This is not as concrete as "probable cause".)
    - Equal protection and due process must be observed.
  - Rights to privacy - Parents can receive information about students' grades, progress, etc. only in cases where the student is a dependant.
  - Posting grades - Faculty are advised against posting grades unless there is a way to scramble the order of social security numbers that will protect the individual's privacy ( i.e., randomly rather than alphabetically).
  - Advisors - Advisors are considered to be legal officers of the school, so the school may held accountable for their advice (e.g., if advisor says a class will be offered, when, in fact, it isn't, faculty member may be held liable)
  - Treatment of students- Mistreatment of students in class is never tolerated (i. e., to insult, embarrass, or show rudeness purposefully (in class) to students).
  - Field trips - Liability - Students should sign waivers for liability that will protect the school or faculty in the event of accident or injury. Faculty should be sure that equipment is in good repair and proper supervision is maintained.
  - Counseling Students - Status as confidante: if student confides in faculty member confidentiality may be broken in order to seek help for the student if the problem is serious ( i.e., sexual abuse, harassment, suicide ideation or attempt, assault, etc.)
  - Gender equity- Title IX, Civil Rights Acts- There has to be equal funding between male and female sports in higher education. As it is now, funding is 78% to male sports and 22% to women's sports. Gender equity must be met, though schools are having difficulty in doing so.

- B. **Privacy issue - what information should a faculty member give to student's parents?** (On agenda, this is item "C"; however, Chair Brooks stated that since it pertained to the information reported on liability issues, the item would be taken out of order.)  
 - Further discussion about student's right to privacy involved parent's requests for information about student's grades or progress. It was suggested that the Counseling Center should have a signed waiver from the student before the counselor can inquire about grades. This waiver, however, will not be valid in the case of negligence. Senator Spencer moved that we ask for a written policy statement from the Academic Council to be placed in the Faculty Handbook. Senator Chase seconded the motion, which passed unanimously.
- C. **Report on faculty workshop held in Jackson on November 5.** (This item was item "B" on the agenda) Chair Brooks reported that the state meeting was held as scheduled, though the original format was considerably altered. Four of the twelve IHL Board members were present. Chair Hays added Commissioner Ray Cleere stated that he would like this meeting to become an annual event. Overall, the meeting was well attended by faculty. An open statemnet by board member Ricki Garrett included comments that the IHL Board should have gotten more faculty and student input prior to making a proposal in the Ayers case.
- D. **Faculty member's responsibility in initiating the tenure process.** No action was taken.
- E. **Report on national workshop for faculty senate leaders.** The theme of the national meeting was the faculty senate and the fiscal crisis. Meeting was sponsored by AAUP for faculty senate leaders and covered different forms of faculty governance: unions, collective bargaining, as well as budgets and financial reports.

Other items discussed at the meeting included the following:  
 - irresponsibility of faculty senate when requests are made for things that involve money without making an attempt to locate potential funding sources in advance.

- faculty newsletter seems to be very helpful on some campuses in keeping faculty informed. Newsletter may include highlights of meeting, reports, summaries of research and other kinds of useful information.

- strategies for influencing Board members and legislators.

Senator Hardy moved that the meeting be adjourned, and the motion carried. The meeting was adjourned at 4:50 P.M. The next meeting will be held on December 9, 1993.



Delta State University Faculty Senate  
December 9, 1993  
Ewing Building, Room 118  
Cleveland, Mississippi

Minutes

Members Present: Tony Wilson  
Russell Jackson  
William Bell - Aviation Representative - Tommy Sledge  
Camille Branton  
Grady Williams III  
Bill Hays  
Darry Hardy  
Joe Garrison  
Dave Heflin  
Jerry Dallas  
Debra Smith  
Georgene Clark  
Bill Spencer  
Robert Fleming  
Burrow Brooks - Chair  
Edward Bahr  
Mark Butler  
Marcus Steele  
Anita Williams  
Rob Brown  
Carol Boyd

Members Absent: Flo Ouzts  
Collier Parker  
Val Hinton  
Duke Barnes  
Victoria Chase  
Dorothy Seals

Agenda

- I. Introductions
- II. Approval of Minutes of the November 11 meeting
- III. Old Business
- IV. New Business
  - A. Report on business of the Academic Council
  - B. Report on visit by state legislators to DSU campus
  - C. Policy regarding student dishonesty
- V. Announcements

## Agenda Business

- I. The meeting was called to order by Chair Brooks, and proxies were introduced.
- II. Corrections were made to the November minutes. Senator Smith moved that the minutes be approved as corrected, and Senator A. Williams seconded the motion.

Page 1, Members present - line 3- change proxy to representative

Page 2, Section III A - line 8 - change October to July

Page 3, Section IV A - Advisors, line 2 - add "be" after "school may"

Page 3, Section IV A - Field trips, line 2 - change "will" to "may"

Page 3, Section IV A - Counseling Students, line 2 - change "may" to "should"

Page 4, Section IV C - correct spelling of "statement"

### III. Old Business

- A. Chair Brooks reported that Dr. Wyatt had written a letter to the senate stating that he was trying to get the money for Internet. He also stated that a plan for unifying student grade reports for athletes was being worked on at present.
- B. Chair Brooks stated that the Faculty Senate now had an office in the library, but at present there was no key. He also stated that after Christmas the paperwork will be completed for a phone connection in this office.

### IV. New Business

- A. Report on Academic Council. Chair Brooks reported that Dr. McArthur is looking into the legal issues of a policy on faculty responsibility as it pertains to students' rights of privacy, particularly when it relates to parents requesting information. He also stated that the + or - grades appear to be a dead issue.
- B. DSU visit by state legislators. Chair Brooks stated that three (3) members of the House Committee on Colleges and Universities and also Willie Simmons, Vice-Chair of the Senate Committee on Colleges and Universities, met separately with representatives of the Faculty Senate, Administrative-Staff Council, Student Government Association, President's Cabinet, and Academic Administrators.

Some of the concerns discussed included:

- a) Remediation: Senators Brooks and Clark expressed that community colleges might be more appropriate settings for remediation. Legislators inquired about available programs,

library holdings, link with local school districts, and facilities.

- b) Faculty Senate representatives expressed a concern as to the image of college professors to the public.
- c) State Senator Simmons asked about the racial make-up of the university faculty. Faculty Senator Clark reported to him the statistics and stated that the faculty ratio was lower than the student ratio. Faculty Senate representatives were asked about efforts to recruit minority faculty.
- d) Faculty Senate representatives made sure that the legislators were made aware that the major need was increased funding for higher education. The legislators appeared to be receptive to more funding.

Chair Brooks also stated that legislators stated that they felt a need to communicate directly with campuses rather than through the IHL Board. He also stated that some questions had been raised about the funding formula and that the IHL Board was raising questions about undergraduate education. He also stated that a state task force was working on establishing remedial programs.

- C. Policy regarding student dishonesty. Senator Spencer shared an article dated October 1993 about cheating in schools. He asked if the senate felt that an honor code of some sort was needed at DSU. This question was followed by a lively discussion. Senator Hays moved that the Senate recommend that the second sentence on page 45 of the Faculty-Staff Handbook be deleted. The motion was seconded by Senator Hardy and passed unanimously.

#### Announcements

Chair Brooks stated that the Academic Committee of the IHL Board wants to meet with the State Faculty Senate on December 15, 1993, about faculty activity.

Senator A. Williams moved that the meeting be adjourned. Senator Smith seconded and the motion passed unanimously. The meeting adjourned at 4:50 P.M. The next meeting will be held on January 13, 1994.

**Recommendations of the Faculty Senate Committee  
on General Academic Affairs**

1. Issue of Possible Additional Teaching Awards (Referred to committee in April 1992)

It is recommended that additional teaching awards be encouraged by the faculty senate at the school level but not at the university-wide level. To this end, it is recommended that liaisons from the Committee on General Academic Affairs talk with Dean Myers, Dean Caston, and Dean Powell to give them background information and encouragement. (Dean Moore has already set up an additional teaching award in the School of Business.) The committee consensus is that as far as teaching award consideration is concerned, the School of Nursing, because of its small size, should probably be grouped with the School of Arts and Sciences.

2. Issue of Faculty Evaluation of Administrators (Referred to committee in April 1993)

As a clarification and enhancement of the SACS Self-Study suggestions regarding faculty evaluation of administrators, it is recommended that all chairs and deans be evaluated biannually (every spring semester of odd-numbered years) by their constituent faculties. It is also recommended that all administrators above the dean level be evaluated individually every two years by all full-time faculty members (again, every spring semester of odd-numbered years). Furthermore, regarding the evaluation instrument it is recommended that in all cases it be similar to the form used to evaluate the Dean of Arts and Sciences in 1993 as part of the SACS Self-Study or similar to the form used currently by the University of Southern Mississippi Faculty Senate. (See attached.)

# SACS Self-Study Draft

## Chapter VI (Administrative Processes) p. 11

Progress has been made in recent years toward periodically evaluating the performance effectiveness of all administrative officers. For instance, department chairs are annually evaluated. However, while there are some plans to establish annual evaluations of University administrators at or above the level of school dean, at this point these plans remain incomplete, and periodic, formal evaluations of all administrators at DSU including the President are not now made. **Therefore, it is recommended that each administrator be evaluated by that administrator's immediate supervisor as well as by those who report directly to that administrator. Furthermore, as a supplement to the formal evaluations, periodic surveys of faculty, staff, student, and alumni opinion should be made. In order to gain accurate, realistic feedback, these surveys should be targeted for only those individuals who have had experience with or who have knowledge of the performance of the administrator.**

## Chapter III (Institutional Effectiveness) pp. 28-29

While most University administrators also teach and are evaluated as teachers, the University has not fully developed methods and procedures to evaluate their effectiveness as administrators. All administrators, including the President, are evaluated annually by their supervisors. But in some cases, administrators are not evaluated by those reporting to them or otherwise working with them. **Therefore, it is recommended that a more systematic process be implemented for the annual evaluation of administrators. It should be noted that the Office of Institutional Research and Planning has collected surveys regarding general administrative effectiveness.**

Please rate the DEAN OF THE SCHOOL OF ARTS AND SCIENCES. Omit any item or check column 10 if you do not feel qualified to answer or have no basis to judge. Use a soft(#2) pencil. Don't sign your name. Return this to your Chair.

No basis for judging

Times I have tried to have a conference with this administrator this semester. A=none, B=1, C=2-3, D=4-6, E=7 or more  
 Times I have actually had a conference with this administrator this semester. A=none, B=1, C=2-3, D=4-6, E=7 or more  
 Were there appropriate responses to your concerns? A=yes, B=usually, C=sometimes, D=no.  
 Rate the administrator on the following characteristics using the scale  
 1=excellent, 9=poor, 10=no opinion.

	A	B	C	D	E					
						excellent				poor
	1	2	3	4	5	6	7	8	9	

Treats me with respect and courtesy

Demonstrates initiative and enthusiasm; motivates me

Is tact and diplomacy with me, handles disagreements with finesse

Demonstrates concern for issues about which I am concerned

Deals with me honestly and openly, demonstrates integrity

Works to maintain a high morale, has a positive attitude

Communicates effectively with me, seeks to develop full understanding of issues

Treats me fairly and impartially

Is accessible, available, and approachable

Spends an appropriate amount of time outside the office or at academic departmental functions

Helps me get the resources I need for classes and for professional development

**USM FACULTY SENATE ADMINISTRATIVE EVALUATION QUESTIONNAIRE (Directors and Chairs)**

Please fill in the name of your director/chair. Return to Box 5132 by March 26, 1993.

Chair \_\_\_\_\_ Director \_\_\_\_\_

INDICATE IF YOU STRONGLY AGREE (SA), AGREE (A), DISAGREE (D), OR STRONGLY DISAGREE (SD). IF THE ITEM DOES NOT APPLY, CHOOSE (NA). IF YOU FEEL THAT YOU HAVE INSUFFICIENT INFORMATION ON WHICH TO BASE YOUR EVALUATION, CHOOSE (I).

**I. COMMUNICATING WITH ACADEMIC UNIT:**

- |   |    |   |   |    |    |   |
|---|----|---|---|----|----|---|
| 1. This administrator clearly communicates expectations for promotion and tenure.   | SA | A | D | SD | NA | I |
| 2. This administrator holds regular meetings to facilitate communication in the department.   | SA | A | D | SD | NA | I |
| 3. This administrator clearly communicates procedures for filing a grievance.   | SA | A | D | SD | NA | I |
| 4. This administrator sets and communicates clearly the criteria upon which faculty evaluations are based.  | SA | A | D | SD | NA | I |
| 5. If I have strong objections to a decision or policy implemented by this administrator, I know I can voice my objections and that they will be taken seriously. | SA | A | D | SD | NA | I |

**II. SUPERVISING AND ASSUMING RESPONSIBILITY FOR THE ACADEMIC UNIT'S FACULTY:**

- |   |    |   |   |    |    |   |
|---|----|---|---|----|----|---|
| 6. This administrator seeks input about the resources, equipment and other support services needed to facilitate faculty research in my area.                   | SA | A | D | SD | NA | I |
| 7. This administrator makes reasonable attempts to insure that faculty in my department or school are evaluated using reasonably similar criteria.              | SA | A | D | SD | NA | I |
| 8. In cases of negative annual review ratings, this administrator insures that faculty members receive suggestions for improvement.                             | SA | A | D | SD | NA | I |
| 9. This administrator considers faculty development an important part of his/her job.   | SA | A | D | SD | NA | I |
| 10. This administrator makes clear and provides access to the policies and procedures for awarding university research grants.                                  | SA | A | D | SD | NA | I |
| 11. This administrator provides equitable opportunities for faculty who wish to teach during the summer term.   | SA | A | D | SD | NA | I |
| 12. This administrator provides equitable opportunities for faculty who wish to be excused from summer teaching.  | SA | A | D | SD | NA | I |
| 13. This administrator seeks input from faculty about decisions that will directly affect them.   | SA | A | D | SD | NA | I |
| 14. When this administrator makes decisions that affect my job, he/she announces the decisions and provides a rationale for them.                               | SA | A | D | SD | NA | I |
| 15. This administrator has made reasonable attempts to understand the special requirements and problems associated with teaching and research in my discipline. | SA | A | D | SD | NA | I |

**III. PROFESSIONAL QUALIFICATIONS AND OVERALL ASSESSMENT:**

- |   |    |   |   |    |    |   |
|---|----|---|---|----|----|---|
| 16. This administrator takes note of his/her annual evaluations and noticeably attempts to improve his/her job performance. | SA | A | D | SD | NA | I |
| 17. I am satisfied with the way in which this administrator does his/her job.   | SA | A | D | SD | NA | I |

**IV. PROFESSIONAL CONTACT:**

18. Estimate the number of contacts you have had with this administrator about academic matters in the last year.

- |                              |   |  |   |
|------------------------------|---|--|---|
| Daily .....                  | 1 | About once a month .....               | 5 |
| Several times per week ..... | 2 | Only when a specific need arises ..... | 6 |
| About once a week .....      | 3 | I've never contacted him/her .....     | 7 |
| Several times a month .....  | 4 |  |   |

FOR THE ITEM BELOW, YOU MAY CIRCLE MORE THAN ONE RESPONSE.

19. Most of what I know about this administrator's job performance I know from:

- |   |   |   |   |
|---|---|---|---|
| Direct contact with this administrator .... | 1 | The effects of past policies and decision . | 4 |
| Indirect reports from my colleagues ....    | 2 | Impressions from a variety of sources ..    | 5 |
| Announced policies and decisions .....      | 3 | Other (please specify) _____                | 6 |

**E. ADDITIONAL COMMENTS:** Please type on a separate sheet of paper and attach.

**USM FACULTY SENATE ADMINISTRATIVE EVALUATION QUESTIONNAIRE (Deans)**

Please fill in the name of your dean. Return to Box 5132 by March 26, 1993.

Dean \_\_\_\_\_

INDICATE IF YOU STRONGLY AGREE (SA), AGREE (A), DISAGREE (D), OR STRONGLY DISAGREE (SD). IF THE ITEM DOES NOT APPLY, CHOOSE (NA). IF YOU FEEL THAT YOU HAVE INSUFFICIENT INFORMATION ON WHICH TO BASE YOUR EVALUATION, CHOOSE (I).

**I. COMMUNICATING WITH ACADEMIC UNIT:**

- |   |    |   |   |    |    |
|---|----|---|---|----|----|
| 1. This administrator holds regular meetings to facilitate communication in the college.  | SA | A | D | SD | NA |
| 2. This administrator clearly communicates procedures for requesting necessary equipment and other support services.  | SA | A | D | SD | NA |
| 3. If I have strong objections to a decision or policy implemented by this administrator, I know I can voice my objections and that they will be taken seriously. | SA | A | D | SD | NA |

**II. SUPERVISING AND ASSUMING RESPONSIBILITY FOR THE ACADEMIC UNIT'S FACULTY:**

- |   |    |   |   |    |    |
|---|----|---|---|----|----|
| 4. This administrator seeks input about the allocation of resources, equipment and other support services needed to facilitate faculty development. | SA | A | D | SD | NA |
| 5. This administrator makes reasonable attempts to insure that faculty in my department or school are evaluated using reasonably similar criteria.  | SA | A | D | SD | NA |
| 6. In cases of negative annual review ratings, this administrator insures that faculty members receive suggestions for improvement.                 | SA | A | D | SD | NA |
| 7. This administrator considers faculty development an important part of his/her job.   | SA | A | D | SD | NA |
| 8. This administrator seeks input from faculty about decisions that will directly affect them.  | SA | A | D | SD | NA |
| 9. When this administrator makes decisions that affect my job, he/she announces the decisions and provides a rationale for them.                    | SA | A | D | SD | NA |
| 10. This administrator has made reasonable attempts to understand the special requirements and problems associated with teaching in my discipline.  | SA | A | D | SD | NA |
| 11. This administrator has made reasonable attempts to understand the special requirements and problems associated with research in my discipline.  | SA | A | D | SD | NA |

**III. PROFESSIONAL QUALIFICATIONS AND OVERALL ASSESSMENT:**

- |   |    |   |   |    |    |
|---|----|---|---|----|----|
| 12. This administrator makes a noticeable attempt to improve his/her job performance. | SA | A | D | SD | NA |
| 13. I am satisfied with the way in which this administrator does his/her job.         | SA | A | D | SD | NA |

**IV. PROFESSIONAL CONTACT:**

14. Estimate the number of contacts you have had with this administrator about academic matters in the last year.

Daily .....	1	About once a month .....	5
Several times per week .....	2	Only when a specific need arises .....	6
About once a week .....	3	I've never contacted him/her .....	7
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FOR THE ITEM BELOW, YOU MAY CIRCLE MORE THAN ONE RESPONSE.

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Indirect reports from my colleagues .....	2	Impressions from a variety of sources ..	5
Announced policies and decisions .....	3	Other (please specify) _____	6

**E. ADDITIONAL COMMENTS:** Please type on a separate sheet of paper and attach.



Delta State University Faculty Senate  
December 9, 1993  
Ewing Building, Room 118  
Cleveland, Mississippi

Minutes

Members Present: Tony Wilson  
Russell Jackson  
William Bell - Aviation Representative - Tommy Sledge  
Camille Branton  
Grady Williams III  
Bill Hays  
Darry Hardy  
Joe Garrison  
Dave Heflin  
Jerry Dallas  
Debra Smith  
Georgene Clark  
Bill Spencer  
Robert Fleming  
Burrow Brooks - Chair  
Edward Bahr  
Mark Butler  
Marcus Steele  
Anita Williams  
Rob Brown  
Carol Boyd

Members Absent: Flo Ouzts  
Collier Parker  
Val Hinton  
Duke Barnes  
Victoria Chase  
Dorothy Seals

Agenda

- I. / Introductions
- II. / Approval of Minutes of the November 11 meeting.
- III. Old Business
- IV. New Business
  - A. Report on business of the Academic Council
  - B. Report on visit by state legislators to DSU campus
  - C. Policy regarding student dishonesty
- V. Announcements

## Agenda Business

- I. The meeting was called to order by Chair Brooks, and proxies were introduced.
- II. Corrections were made to the November minutes. Senator Smith moved that the minutes be approved as corrected, and Senator A. Williams seconded the motion.

Page 1, Members present - line 3- change proxy to representative

Page 2, Section III A - line 8 - change October to July

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Page 4, Section IV C - correct spelling of "statement"

### III. Old Business

- A. Chair Brooks reported that Dr. Wyatt had written a letter to the senate stating that he was trying to get the money for Internet. He also stated that a plan for unifying student grade reports for athletes was being worked on at present.
- B. Chair Brooks stated that the Faculty Senate now had an office in the library. He also stated that after Christmas the paperwork will be completed for a phone connection in this office.

### IV. New Business

- A. Report on the business of Academic Council. Chair Brooks reported that Dr. McArthur is looking into the legal issues of a policy on faculty responsibility as it pertains to student's right of privacy, particularly when it relates to parent's requesting information. He also stated that the + or - grades appear to be a dead issue.
- B. DSU visit by state legislators. Chair Brooks stated that three members of the House Committee on Colleges and Universities and also ~~the~~ Willie Simmons, Vice-Chair of the Senate Committee on Colleges and Universities, met with representatives of the Faculty Senate, Administrative-Staff Council, Student Government Association, President's Cabinet, and Academic Administrators.

Some of the concerns discussed included:

Remediation: Senators Brooks and Clark expressed that community colleges might be more appropriate settings for remediation. Legislators inquired about available programs,

- library holdings, link with local school districts, and facilities.
- b) Faculty Senate representatives expressed a concern as to the image of college professors to the public.
  - c) Senator Simmons asked about the racial make-up of the university faculty. Senator Clark reported to him the statistics and stated that the faculty ratio was lower than student ratio. Representatives were asked about efforts to recruit minority faculty.
  - d) Faculty Senate representatives made sure that the legislators were made aware that the major need was increased funding for higher education. The legislators appeared to be receptive to more funding.

Chair Brooks also stated that legislators stated that they felt a need to communicate directly with campuses rather than through the IHL Board. He also stated that some questions had been raised about funding formula and that the IHL Board was raising questions about undergraduate education. He also stated that a state task force was working on establishing remedial programs.

- C. Policy regarding student dishonesty. Senator Spencer shared an article dated October 1993 about cheating in schools. He asked if the senate felt that an honor code of some sort was needed at DSU. This question was followed by a lively discussion. Senator Hays moved that the Senate recommend that the second sentence on page 45 of the Faculty-Staff Handbook be deleted. The motion was seconded by Senator Hardy and passed unanimously.

#### Announcements

Chair Brooks stated that the Academic Committee of the IHL Board wants to meet with the State Faculty Senate on December 15, 1993 about faculty activity.

Senator A. Williams moved that the meeting be adjourned. Senator Smith seconded and the motion passed unanimously. The meeting adjourned at 4:50 P.M. The next meeting will be held on January 13, 1994.



Cleveland, Mississippi 38733

December 6, 1993

FACULTY SENATE

## Memorandum

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**To:** Members of the DSU Faculty Senate

**From:** Burrow P. Brooks, Chair

**Re:** Next Regular Senate Meeting

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**Date:** Thursday, December 9, 1993

**Time:** 3:30 p.m.

**Place:** 118 Ewing Hall

**Agenda:**

**I. Introductions**

**II. Minutes** of the November 11 meeting. Please review the enclosed copies before the meeting and note any corrections or modifications.

**III. Old Business**

**IV. New Business**

- A. Report on business of the Academic Council
- B. Report on recent visit by state legislators to DSU campus
- C. Policy regarding student dishonesty

**V. Announcements**

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Delta State University Faculty Senate  
January 13, 1994  
Ewing Building, Room 118  
Cleveland, Mississippi

Minutes

Members Present: Tony Wilson  
Russell Jackson  
Collier B. Parker  
Florence Ouzts  
Randy Percy - Aviation Representative - Tommy Sledge  
Camille Branton  
Liz Peeler - Biological Sciences - Grady Williams III  
Bill Hays  
James Gray - CIS and Office Administration - Darry Hardy  
Jane Weare - Curriculum and Instruction - Joe Garrison  
Val Hinton  
Dave Heflin  
Duke Barnes  
Jerry Dallas  
Debra Smith  
Georgene Clark  
Bill Spencer  
Victoria Chase  
Burrow Brooks - Chair  
Edward Bahr  
Mark Butler  
Louise Seals  
Marcus Steele  
Anita Williams  
Rob Brown  
Alinda Sledge - Social Work - Carol Boyd

Members Absent: Robert Fleming

Agenda

- I. Introductions
- II. Approval of Minutes of the November 11 meeting
- III. Old Business
- IV. New Business
  - A. Update on the Ayers Case and prospects for the current state legislative session - Vice President Leroy Morganti
  - B. Report on meeting of faculty senate chairs with the IHL Board Academic Committee held on December 15

- C. Procedures for turning in semester grades to the Registrar's Office
- D. Bookstore Policies

V. Announcements

Agenda Business

- I. The meeting was called to order by Chair Brooks, and proxies were introduced. Chair Brooks asked that the order of the meeting be changed in order that Vice President Morganti might speak first on the agenda.
- IV. A. Report on Ayers Case and prospects for legislative session. Vice President Leroy Morganti reported that no one really knows what the outcome of the Ayers Case will be nor of its effect on DSU. He did, however, report the projected timelines for the case. Morganti stated that the case would go to trial on February 1, 1994 in Oxford, MS. It is predicted that the time spent in court could be from six weeks to three months, and it could possibly take up to six months for Judge Biggers to make a decision. If an appeal of the decision is made, it is uncertain when the case might be resolved.

VP Morganti also discussed the major plans for resolution of the Ayers Case and how these might affect DSU.

Board Plan for DSU -

- Merge with Mississippi Valley State University
- Discontinue graduate programs
- Become subsumed by the University of Mississippi

Justice Plan Proposal for DSU -

- DSU would be predominantly an undergraduate university with some selected master's programs
- There would be no program emphases at DSU
- Proposed cross programs between MVSU and DSU

VP Morganti stated that Judge Biggers may or may not accept one of these proposals.

Morganti further stated that the DSU Alumni Foundation has expressed concerns about the representation of DSU and as a result has hired Lindsey Meadors, a local attorney to file a "Friend of the Court" brief that would give the Foundation an opportunity to defend the autonomy of DSU. At this time, it is unknown as to whether this request has been accepted. It was further stated that MUW had requested an opportunity to be named as a party to the suit. This request was denied.

As a result of the approaching trial, many visitors, state legislators as well as representatives for the Justice Department, have been on campus recently to discuss the different aspects of DSU. State legislators met with various groups on campus

including Chair Brooks and Vice Chair Clark of the Faculty Senate. Also, an architectural firm from Washington, D.C. visited the campus in their capacity of expert witnesses for the Justice Department. While here, they videotaped facilities. Morganti reported that the justice department representatives appeared to be impressed with the DSU campus and especially with the book Physical Facilities DSU.

With regard to the prospects of the 1994 legislative session, Morganti reported that gaming revenues have increased the tax base. He stated that a meeting was held in Jackson on January 13 to revise requests for funds for the current year that reflect the increased revenue. Morganti stated that a "rainy day" bill was passed several years ago to set aside 7 1/2% of appropriated money when revenues were up and the remainder was to be put into education. It appears that the estimated amount of money to be appropriated to higher education would be about 72.2 million dollars. Of this amount, it was projected that 34.2 million would be in recurring money, 4 million for student aid, and 4 million for special programs for a total of 42.2 million. Of non-recurring revenue (30 million), 15 million would be appropriated for repairs and construction, 5 million for matching funds, 5 million for library resources, and 5 million for instructional equipment. All eight university presidents agreed on the proposed budget plan. Morganti further stated that all universities and community colleges need to work together to get the money needed to support higher education.

Morganti also reported on the new proposal for the revised formula for funding higher education. The new formula should be more understandable and should address projected needs by breaking down the self-generated income. The major difference is that the plan should provide incentives for maintaining good undergraduate instruction, increased retention, and research. Included in the formula is a new method for handling out-of-state tuition. Currently, schools with high out-of-state enrollment benefit because they receive regular allocations for student enrollment and are allowed to keep the out-of-state tuition as well. The new formula would put this money back into the general fund to be distributed through the system to all universities. The projection would include 1/3 being returned to the system the first year, followed by 2/3 the following year and all returned to the general fund by the third year. This formula would drastically change funding for the state universities with those having low out-of-state enrollment benefitting more than those with higher out-of-state enrollments. The Board is to act on this proposal on January 20.

Other information related to the funding formula included a listing of the six areas to be addressed in the formula. These include:

1. instruction, research, public service
2. academic, student, institutional support
3. plant operation
4. scholarships and fellowships
5. performance incentives
6. self-generated revenue

One ramification of this plan is the increased funding for Level I universities that have major ongoing research. It is hoped that there will be some revision to the formula with regards to the weight given to research. President Wyatt will be attending a meeting to address these issues.

Finally, Morganti reported that legislators have received a number of complaints about undergraduate instruction at the larger universities and as a result have placed a great deal of emphasis on undergraduate education. During the past year, the IHL Board surveyed graduates throughout the state. The results indicated that DSU was rated highly on undergraduate education, full-time faculty teaching, retention rates, and percentage of money spent on direct student education.

- II. Corrections were made to the December minutes. It was decided that the minutes would be corrected with the corrected copy to be distributed later. Senator A. Williams moved that the minutes be approved as corrected, and Senator Spencer seconded the motion. The motion passed without opposition.

### III. Old Business

- A. Chair Brooks reported that Academic Council has not met since the last Faculty Senate meeting.

### IV. New Business

- B. Report on meeting with the IHL Board Academic Committee. Chair Brooks reported that eight board members attended this meeting. The four items on the agenda included:
- a. number and percent of part-time faculty (especially teaching undergraduate classes
  - b. number of senior level faculty teaching
  - c. number of faculty receiving release time
  - d. percentage of budget reaching the classroom

Chair Brooks stated that there appears to be concern with part-time faculty.

- C. Procedure for turning in semester grades. Senator Spencer expressed concern as to why changes have been made in the current system for turning in grades. After discussion, A. Sledge moved that the chair discuss the perceived changes with James Donald



Cooper and report this to the senate at the next scheduled meeting. Senator Butler seconded the motion which passed unanimously.

Since it was past 5:00 P.M., the business related to the bookstore was deferred to the next meeting.

**Announcements:**

According to Don Skelton, the DSU Foundation no longer contributes to the IHL Board's Commissioner's fund.

A motion was made by Senator Heflin to adjourn the meeting. The motion was seconded by Senator Hinton and passed unanimously. The meeting adjourned at 5:10 P.M.



Cleveland, Mississippi 38733

February 7, 1994

FACULTY SENATE

## Memorandum

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**To:** Members of the DSU Faculty Senate

**From:** Burrow P. Brooks, Chair

**Re:** Next Regular Senate Meeting  
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**Date:** Thursday, February 10, 1994

**Time:** 3:30 p.m.

**Place:** 118 Ewing Hall

**Agenda:**


### I. Introductions

**II. Minutes** of the January 13 meeting. Please review the enclosed copies before the meeting and note any corrections or modifications. Corrected copies of the minutes of the December meeting are also enclosed.

### III. Old Business

- A. Evaluation of administrators by faculty—committee report
- B. Additional teaching awards—committee report
- C. Schedule for turning in semester grades to Registrar's office—status report

### IV. New Business

- A. Bookstore policies 
- B. Need for an Institutional Review Board for research involving human subjects.
- C. Up-to-date list of faculty for upcoming Senate elections

### V. Announcements

Delta State University Faculty Senate  
February 24, 1994  
Ewing Building, Room 118  
Cleveland, MS

Minutes

Members Present:

Tony Wilson  
Tommy Sledge  
Camille Branton  
Liz Peeler - Biological Sciences - Grady Williams III  
Bill Hays  
Darry Hardy  
Joe Garrison  
Duke Barnes  
Jerry Dallas  
Debra Smith  
Bill Spencer  
Georgene Clark  
Vicki Chase  
Robert Fleming  
Burrow Brooks - Chair  
John Simmons  
Mark Butler  
Edward Bahr  
Anita Williams  
Carol Boyd

Members Absent:

Russell Jackson  
Collier Parker  
Florence Ouzts  
Val Hinton  
Dave Heflin  
Louise Seals  
Marcus Steele  
Rob Brown

Agenda

- I. Introductions
- II. Minutes of the February 24 meeting
- III. Old Business
  - A. Evaluation of Administrators by faculty - committee report
  - B. Additional Teaching Awards - Committee Report

C. Schedule for turning in semester grades to Registrar's office-status report

D. Academic Council Report

#### IV. New Business

A. Bookstore policies

B. Need for an Institutional Review Board for research involving human subjects.

C. Up-to-date list of faculty for upcoming Senate elections

D. New class schedule

#### V. Announcements

##### Agenda Business

I. Introductions- There were no new faculty senate members or proxies introduced at this meeting.

II. Corrections were made to the December minutes. Senator D. Smith moved that the minutes be approved as corrected, and Senator B. Hays seconded the motion. The motion carried.

Page 1 - Section II under Agenda - Change November 11 to December 9

Page 4 - Section IV - change "senior level" to "senior-level"

Page 5 - Section IV - line 2 - add a comma after "motion"

#### III. Old Business

A. Evaluation of administrators - Senator Spencer moved the following:

"As a clarification and enhancement of the SACS self-study suggestions regarding faculty evaluation of administrators, it is recommended that all chairs and deans be evaluated biannually (every spring semester of odd-numbered years) by their constituent faculties. It is also recommended that all administrators above the dean level be evaluated individually every two years by all full-time faculty members (again, every spring semester of odd-numbered years). Furthermore, regarding the evaluation instrument it is recommended that in all cases it be similar to the form used to evaluate the Dean of Arts and Sciences in 1993 as part of the SACS Self-Study or similar to the form used currently by the University of Southern Mississippi Faculty Senate."

The two forms mentioned above are attached.

The motion was seconded by Senator Fleming. The motion carried unanimously.

- B. Possible additional teaching awards - Senator Spencer moved the following:

"It is recommended that additional teaching awards be encouraged by the faculty senate at the school level but not at the university-wide level. To this end, it is recommended that liaisons from the Committee on General Academic Affairs talk with Dean Myers, Dean Caston, and Dean Powell to give them background information and encouragement. (Dean Moore has already set up an additional teaching award in the School of Business.) The committee consensus is that as far as teaching award consideration is concerned, the School of Nursing, because of its small size, should probably be grouped with the School of Arts and Sciences."

Senator D. Smith seconded the motion. A lively discussion ensued. The motion did not carry as the vote resulted in 5 aye votes and 8 nay votes.

- C. Schedule for turning in grades- status report - Chair Brooks met with Dr. McArthur and James Donald Cooper regarding schedule for turning in grades. Dr. McArthur and Mr. Cooper responded that they had followed the recommendation of the Faculty Senate two years ago regarding this issue. They also requested consideration in the Fall semester with regard to turning grades in on time as staff must stay until all grades are entered into the computer. They further stated that if the Faculty Senate would like to make another request, they would be glad to consider it.

The following motion was made by Senator Spencer:

"I move that as a sign of the cooperative relationship that exists between DSU faculty and administration, the current final grades submittal schedule be abandoned in favor of a memorandum from the Vice-President of Academic Affairs and/or the Registrar asking that the final grades sheet for each course be turned in as soon as each can possibly be completed. This memo would remind instructors of the needs of the Registrar's office."

The motion was seconded by Senator Hays.

A lively discussion ensued. The motion did not carry as the resulting vote was 3 ayes and 10 nays.

- D. Report on Academic Council - Chair Brooks stated that the recommendation by the Faculty Senate to delete the second sentence on page 45 of the Faculty-Staff Handbook was discussed and a motion was made to follow that suggestion.

#### IV. New Business

Due to time limitations, Chair Brooks requested that item "C" on the agenda be addressed first since it was important that faculty lists be updated as soon as possible.

- C. Senator Chase gave each senator <sup>with elections This year</sup> a list of eligible faculty for their individual department and/or division. Each senator <sup>with elections This year</sup> was asked to update the list and return by <sup>(the next meeting on March 10.) Friday March 4<sup>th</sup></sup>
- D. Chair Brooks asked if the faculty had any problem with the revised class schedule. Although some discussion followed, no recommendations were made.
- A. Bookstore Policy

Senator Spencer moved that the statement made on page 48 of the Faculty-Staff Handbook regarding the bookstore be changed from "books and materials must be purchased" to "books and materials may be purchased."

Senator A. Williams seconded the motion. The motion carried unanimously.

Item "B" on the agenda was <sup>Postponed</sup> ~~tabled~~ until the March meeting.

#### V. Announcements

Due to the revised schedule, the March meeting will be held on March 10 at 4:00 P.M. in Ewing 118.

Senator Hardy moved that the meeting be adjourned. Senator D. Smith seconded the motion. The motion carried unanimously.



Cleveland, Mississippi 38733

March 7, 1994

FACULTY SENATE

## Memorandum

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**To:** Members of the DSU Faculty Senate

**From:** Burrow P. Brooks, Chair

**Re:** Next Regular Senate Meeting

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**Date:** Thursday, March 10, 1994

**Time:** 4:00 p.m.

**Place:** 118 Ewing Hall

**Agenda:**

**I. Introductions**

**II. Minutes of the February 24 meeting.** Please review the enclosed copies before the meeting and note any corrections or modifications.

**III. Old Business**

- A. Bookstore policies
- B. Attendance reports on grade sheets
- C. Reciprocity on tuition for dependents of university employees—status report

**IV. New Business**

- A. Update on the upcoming SACS visit—Dean Richard Myers
- B. Need for an Institutional Review Board for research involving human subjects.
- C. Faculty Senate budget for 1994-95
- D. University grading scale (A: 94-100, etc.)

**V. Announcements**

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Delta State University Faculty Senate  
 May 5, 1994  
 Ewing Building Room 118  
 Cleveland, Mississippi

Minutes

Members Present:      Tony Wilson  
                             Kim Rushing  
                             Tommy Sledge  
                             Vicki Hartley  
                             Mary Jean Lush  
                             Joe Garrison  
                             James Brown  
                             Paul Crawford  
                             Curt Lamar  
                             Debra Smith  
                             Bill Spencer  
                             Bill Hays  
                             Vicki Chase  
                             Robert Fleming  
                             Burrow Brooks  
                             Edward Bahr  
                             Donna Banks  
                             Anita Williams  
                             Robert Brown  
                             Margaret Tullos

Members Absent:      Russell Jackson  
                             Flo Ouzts  
                             Ed Williams  
                             ~~Burrow Brooks~~  
                             Duke Barnes  
                             Capt. John Simmons  
                             Louise Seals  
                             Henry Outlaw

AGENDA

- I.     Introductions
- II.    Minutes of the April 14 meeting and April 21 extraordinary meeting.
- III.  Old Business
  1.     University grading scale (A:94-100, etc.)
  2.     Situation involving the resignation of faculty member Mark Clinton



- C. Due process for cases involving firing or forced resignation of faculty members

#### IV. New Business

- A. Election of officers for the 1994-95 Faculty Senate
- B. Schedule for turning in grades for graduating seniors
- C. Policies involving University Police Department

#### V. Announcements

### Agenda Business

- I. **Introductions.** Chair Brooks called the meeting to order and stated that this meeting would be the organizational meeting for the 1994-95 academic year. The senators for the new year were introduced.

- II. **Minutes.** Senator Sledge moved that the minutes of the April 14 meeting be approved as corrected. Senator D. Smith seconded the motion. The motion carried.

Page 1, Members Present - change "Burros" to "Burrow"

Page 2, IV A - line 7 - add "the" before "Federal"

Page 3, IV A - line 1 - change to: "Chair Brooks, as well as three other faculty members, sits on that committee as well."

Page 3, IV A - paragraph 4, line 3 - delete "dollars"

Page 4, IV A - line 4 - add "the" before "name"

Page 4, IV A - line 14 - add "-" to "three year"

Page 4, IV A - paragraph 2, line 8 - place a period after "summer", capitalize "If"

Page 5, IV D - Add "the" before "Chair"

Page 5, IV D - line 10 - delete "with President Wyatt"

Page 5, IV D - line 11-12 - delete "and chose not to rehire the faculty member."

Page 6, IV D - line 3 - add "The motion carried."

~~add page numbers~~

Change "Fall" to "fall" in all locations

Senator Sledge moved that the minutes of the April 21 extraordinary meeting be approved as corrected. Senator D. Smith seconded the motion. The motion carried.

Page 1, Members Absent - add Capt. John Simmons

Page 1, Members Absent - replace "Simmons" with "Wilson"

Page 1, I A - paragraph 2, line 1 - add "'" after "Hays"

Page 2, I A - paragraph 6, line 2 - add "'" after "students"

Page 2, I A - paragraph 7, line 1 - add "the" after "prefer"

Page 2, I A - paragraph 7, line 1 - add "of the motion" after "wording"

Page 2, I A - paragraph 7, line 2 - change "reinstatement" to "reinstating"

Page 2, I A - paragraph 7, line 2 - add "Hays" after "Senator"

Page 2, I A - paragraph 8, line 1 - change "six" to "seven"

Page 3, I A - delete vote count

#### IV. New Business

- A. Election of officers for 1994-95. Senator Spencer nominated Vicki Chase and Senator Garrison nominated Anita Williams for the office of Faculty Senate Chair. Senator Smith moved that the nominations close. Senator Fleming seconded the motion. The motion carried. Each of the nominees were asked to make a statement. Following a vote by secret ballot, Chair Brooks stated that the Chair for the 1994-95 year would be Senator Anita Williams.

Senator Smith nominated Tommy Sledge and Senator Chase nominated Bill Spencer for the position of Vice-Chair of the Faculty Senate. Senator Tullos moved that the nominations be closed. Senator Smith seconded the motion. The motion carried. After a vote by secret ballot, Chair Brooks announced that the new Vice-Chair of the Faculty Senate for 1994-95 would be Senator Tommy Sledge.

Senator Sledge nominated Vicki Chase for the position of secretary of the Faculty Senate for 1994-95.

Senator Rob Brown seconded the motion. The motion was approved by acclamation.

III. Old Business

C. Due Process. Senator Chase moved to <sup>unstable</sup> bring a motion made at the April 21 <sup>meeting</sup> by Senator Spencer, ~~to the table.~~ Senator Smith seconded the motion. The motion carried. The original motion was as follows:

"That the DSU administration be requested to adopt and observe the following policy: The DSU administration will consult and seek recommendations from the appropriate departmental/division chair before a faculty member is fired or asked to resign."

There was no further discussion. The motion passed unanimously.

Senator Smith moved that the Faculty Senate Committee on General Academic Affairs be charged with reviewing due process for faculty. Senator Chase seconded the motion. The motion passed unanimously.

B. Resignation of faculty member Mark Clinton. Senator Hays moved the following:

"Because of conduct unbecoming of a professional member of the University community, be it so moved that the Faculty Senate of Delta State University has no confidence in Homer Benton, Director of the Delta State University Police Department.

Senator Spencer seconded the motion. Senator Hays said that he felt that the DSU Police Department had acted out of order in the <sup>investigation</sup> arrest of Dr. Mark Clinton. It was stated that Mr. Bounden was retiring in July. A lively discussion ensued. Senator Williams then called for the question. ~~the motion carried.~~ The motion failed.

IV. New Business

9-2 9 abstentions

C. Policies involving University Police Department

Senator Hays moved the following:

"In order to promote the operational philosophy of service and protection as the number one priority of the University's security staff, be it so moved that Dr. Wyatt and the Administrative Cabinet reverse their decision to change the name of the Delta State Office of University Security to the Delta State Police

Department."

Senator Lamar seconded the motion. A lively discussion ensued. The motion failed.

V. Announcements

*9-6 with 5 absentions*

Chair Brooks stated that the next meeting would be held on June 9, 1994.

Senator A. Williams moved that the meeting be adjourned. Senator Sledge seconded the motion. The motion carried. The meeting ~~was~~ adjourned at 5:15 P.M.

FLORIDA'S OPTIONAL PHASED RETIREMENT PROGRAM

The Florida "Phased Retirement Program" is carefully balanced to work to the advantage of each of the three entities while avoiding detrimental treatment of a university, the faculty or the retirement system.

Important features include the following:

*Amounts start at age 58 to age 65 yrs.*

1. A full-time faculty member who is eligible for retirement benefits (at least 10 years service) and who is no older than 63 can elect to enter the Phased Retirement Program.

*→ Comment: may be too young for some dept up yr of service*

2. Pursuant to a standard form written agreement, the faculty member will be employed half time (normally one semester) at half of the person's usual salary. The faculty member will receive retirement plan benefits also.

3. The university is obligated to continue to offer half-time employment for five consecutive years. Salary increases will be available as with full-time faculty, as are fringe benefits. This replaces tenure for reemployment, but in other respects the faculty member is a regular, tenured faculty member.

4. If the faculty member declines the employment during the period, the university is released from its obligation for the remainder of the period.

5. The university contributes to the retirement system in respect of the phased retiree's salary; the faculty member does not. The retirement benefits do not increase in respect of the years employed as a phased retiree. *\* Not the same as usual salary*

The balance for reciprocal advantage and protection includes these points:

6. The university retains the service of (typically) a senior faculty member for one semester a year and is relieved of the expense of the other half of the salary. This allows the university to scale back its salary expense if needed, or to engage less experienced faculty (often at much less cost) if needed. Often the university could have more teaching capacity for the same cost by engaging replacement faculty at or near entry-level pay. If effect, this is a form of an early retirement program which can reduce the university's salary costs.

*good pt.*

7. The faculty member receives the option of half-time employment for five years as a means of remaining professionally active but with more choice on how to spend part of one's time. A faculty member may decide against this option because of the salary reduction for five years and losing the increase in future retirement benefits that would come from continued full-time service.

8. The retirement system receives the university's contribution for five years with no concomitant increase in its obligation to the retiree as a way of protecting the actuarial soundness of the retirement fund. Otherwise, the fund may find itself paying out benefits to the retiree sooner than expected while also losing the contributions anticipated for these years.

## STATE UNIVERSITY SYSTEM OF FLORIDA

University of Central Florida

## PHASED RETIREMENT PROGRAM

EMPLOYEE NAME \_\_\_\_\_  
EFFECTIVE DATE OF RETIREMENT \_\_\_\_\_ DATE REEMPLOYED \_\_\_\_\_  
REEMPLOYMENT OBLIGATION FROM \_\_\_\_\_ TO \_\_\_\_\_  
DEPARTMENT \_\_\_\_\_  
AGE \_\_\_\_\_ YEARS OF SERVICE \_\_\_\_\_ RETIREMENT PLAN \_\_\_\_\_

To participate in the Phased Retirement Program, I understand that I must retire pursuant to the laws of Florida relative to my specific retirement plan and the rules of the Florida Division of Retirement, as applicable. Furthermore, all retirement benefits for which I am eligible shall be determined accordingly. My decision to participate in this program is irrevocable.

Upon my meeting all eligibility requirements for this program, the University is obligated to offer me reemployment under an Other Personal Service (OPS) contract for one-half (.5 FTE) of the academic year (780 hours or 19 1/2 weeks). Compensation during the period of reemployment shall be at a salary proportional to my salary prior to retirement, including an amount comparable to the pre-retirement employer contribution for health and life insurance. This period of reemployment obligation shall extend over five consecutive academic years, beginning with the academic year next following retirement. Assignments shall be scheduled within one semester unless I and the University agree otherwise.

I understand that, in accordance with the rules of the Division of Retirement, I must remain off the University's payroll for one calendar month immediately following my effective date of retirement in order to validate my retirement. Furthermore, I understand that during the second through twelfth months of my retirement, if I accept reemployment with the University, there will be no restrictions on my concurrent receipt of retirement benefits and salary, as long as my reemployment does not exceed 780 hours. I recognize my obligation to repay any retirement benefits paid to me if I exceed the reemployment limitations of my retirement plan.

I may decline an offer of reemployment under this program at any time, but such a decision shall not extend the university's reemployment obligation. At the conclusion of the five year reemployment period the University has no obligation to offer me additional employment.

Upon retirement, I shall be paid for unused sick or annual leave at the rate provided under Section 110.122, Florida Statutes, and Articles 17.6(a)(5) and 17.7(c)(1) of the 1991-94 BOR/UFF Agreement. I understand that I shall be credited with five (5) days of leave with pay at the beginning of each full-time semester appointment, which may be used in increments of not less than four (4) hours when I am unable to perform my assigned duties as a result of illness or injury to myself or a member of my immediate family. I may accumulate such leave, but I shall not be reimbursed for unused leave at the termination of this reemployment period. I also understand that if I was previously employed on a twelve-month appointment and receive an assignment during the reemployment period that is the same or similar to that during my twelve-month appointment, I shall be credited with an additional five (5) days of leave with pay at the beginning of each semester appointment. Such leave shall be used in increments of not less than four (4) hours for personal reasons unrelated to illness or injury. Such leave shall not be accumulated, nor reimbursed upon termination of the reemployment period.

I may participate in all University fringe benefit programs for which I am eligible as a part-time employee (notwithstanding my OPS status) and retiree. Furthermore, if UFF dues are currently deducted from my pay, such deduction will be continued in accordance with Appendix B of the BOR/UFF Agreement.

I shall receive all across-the-board annual salary increases and other applicable nondiscretionary salary increases available to employees in an amount proportional to my part-time appointment, and am eligible for merit and discretionary salary increases on the same basis as other employees.

This Agreement incorporates by reference all provisions of Article 24.7--Phased Retirement Program--of the BOR/UFF Collective Bargaining Agreement.

\_\_\_\_\_  
EMPLOYEE/RETIREE

\_\_\_\_\_  
Date

\_\_\_\_\_  
CHAIRMAN/SUPERVISOR

\_\_\_\_\_  
Date

\_\_\_\_\_  
COLLEGE DEAN

\_\_\_\_\_  
Date

\_\_\_\_\_  
OFFICE OF ACADEMIC AFFAIRS

\_\_\_\_\_  
Date

(5) The employer shall contribute to the Optional Retirement Program, on behalf of each employee participating in the program, an amount equal to the normal cost portion of the employer's contribution to the Florida Retirement System, as well as an amount equal to the employer's contribution to the Retiree Health Insurance Subsidy program on behalf of non-Optional Retirement participants (see Section 112.363(8), Florida Statutes), less a reasonable and necessary amount, as determined by the Legislature, which shall be provided to the Division of Retirement for administering the program; and

(6) A participating employee may contribute to the Optional Retirement Program, by salary reduction or deduction, a percentage amount of the employee's gross compensation not to exceed the percentage amount contributed by the employer to the Optional Retirement Program.

(b) The parties agree to inform eligible employees regarding the existence and impact of the Optional Retirement Program upon their retirement benefits.

(c) If the UFF is concerned with the performance of any aspect of the Optional Retirement Program, whether administered by the Board or another State agency, the UFF has a right to consult with the Board regarding such concern. As a result of such consultation, the parties may agree to an approach to address the concern if it lies outside the Board's statutory authority.

(d) The Board shall pursue a change to the Optional Retirement Program rules which will provide for the initial enrollment of new faculty members into the ORP, rather than the FRS, until such time during the employee's first ninety (90) days of employment that the employee makes an election to either remain in the ORP or elect membership in the FRS.

#### 24.7 Phased Retirement Program.

##### (a) Eligibility.

*(Florida Board of Regents Agreement with U. of Fla. Faculty)*  
Employees who have accrued at least ten years of creditable service in the Florida or Teachers Retirement System (FRS, TRS) or Optional Retirement Program (ORP) are eligible to participate in the Phased Retirement Program. Such eligibility shall expire not later than one year after the employee's 62nd birthday. Employees who decide to participate must provide written notice to the university of such decision prior to the expiration of their eligibility, or thereafter forfeit such eligibility. Employees who choose to participate must retire with an effective date not later than 180 days, nor less than ninety (90) days, after they submit such written notice, except that when the end of this 180 day period falls within a semester, the period may be extended to no later than the beginning of the subsequent term (semester or summer, as appropriate).

##### (b) Program Provisions.

(1) All participants must retire and thereby relinquish all rights to tenure as described in Article 15, except as stated otherwise in this Article. Participants' retirement benefits shall be determined as provided under Florida Statutes and the rules of the Division of Retirement.



(2) Payment for Unused Leave. Participants shall, upon retirement, receive payment for any unused annual leave or sick leave to which they are entitled.

(3) Reemployment.

a. Prior to reemployment, participants in the Phased Retirement Program must remain off the State payroll for one (1) calendar month following the effective date of retirement in order to validate their retirement, as required by the Florida Division of Retirement. Participants must comply with the reemployment limitations that apply to the second through twelfth month of retirement, pursuant to the provisions of either the Florida Retirement System (which includes ORP) or the Teachers Retirement System, as appropriate.

b. Beginning the 1992-93 academic year, participants shall be offered reemployment by the university under an Other Personal Services (OPS) contract (NOTE: exceptions to this provision are described in Section 24.7(b)(14)) for one-half (.5 FTE) of the academic year (780 hours, or 19.5 weeks). Compensation during the period of reemployment shall be at a salary proportional to the participant's salary prior to retirement, including an amount comparable to the pre-retirement employer contribution for health and life insurance. The assignment shall be scheduled within one semester unless the participant and the university agree otherwise, beginning with the academic year next following the date of retirement and subject to the condition outlined in (3)a. Teachers Retirement System Retirees--Note--that if a TRS retiree accepts reemployment by the university during the second through twelfth month following the TRS retiree's effective date of retirement, such retiree shall not receive retirement benefits during such reemployment in accordance with Section 238.181(2)(a), Florida Statutes. As an alternative to reemployment during the first year following retirement, a TRS retiree may elect to defer reemployment until the beginning of the academic year next following the conclusion of the first twelve (12) months of retirement, during which year (the second year of participation) he/she will work two (2) semesters (1 FTE). The university will have fulfilled two (2) years of the reemployment obligation by the end of the second year of participation.

(4) Leave for Illness/Injury.

a. Each participant shall be credited with five (5) days of leave with pay at the beginning of each full-time semester appointment. This leave is to be used in increments of not less than four (4) hours (1/2 day) when the participant is unable to perform assigned duties as a result of illness or injury of the participant or a member of the participant's immediate family. For the purposes of this Section, immediate family shall include the participant's spouse, mother, father, brother, sister, natural, adopted, or step child, or other relative living in the participant's household.

b. Such leave may be accumulated; however, upon termination of the post-retirement reemployment period, the participant shall not be reimbursed for unused leave.

(5) Personal Non-Medical Leave.

a. Each participant who was formerly on a twelve (12) month appointment and whose assignment during the period of reemployment is the same or similar to that during the twelve (12) month appointment (i.e., the assignment is administrative in nature

rather than that of a traditional ranked faculty member) shall be credited with an additional five (5) days of leave with pay at the beginning of each full-time semester appointment. This leave is to be used in increments of not less than four (4) hours (1/2 day) for personal reasons unrelated to illness or injury. Except in the case of emergency, the employee shall provide at least two days notice of the intended leave. Approval of the dates on which the employee wishes to take such leave shall be at the discretion of the supervisor and shall be subject to the consideration of departmental and organizational scheduling.

b. Such leave shall not be accumulated, nor shall the participant be reimbursed for unused leave upon termination of the post-retirement reemployment period.

(6) Reemployment Period.

a. The period of reemployment obligation shall extend over five (5) consecutive years, beginning with the academic year next following the date of retirement, or as described in the "Note" in (b)(3)a., beginning with the academic year next following the conclusion of the first twelve (12) months of retirement. No further notice of cessation of employment is required.

b. The period of reemployment obligation shall not be shortened by the university, except under the provisions of Article 16 of the Agreement. During the period of reemployment, participants are to be treated as tenured/permanent status employees or nontenure-earning/non-permanent status employees with five or more years of continuous service, as appropriate, for purposes of Sections 13.1(a) and (b) of the Agreement.

(7) Declining Reemployment. A participant may decline an offer of reemployment, with reasonable notice to the university. Such a decision shall not extend the period of reemployment beyond the period described above. At the conclusion of the reemployment period, the university may, at its option, continue to reemploy participants in this program on a year-to-year basis.

(8) Salary Increases. Participants shall receive all across-the-board salary adjustments available to employees in established positions, in an amount proportional to their part-time appointment, and shall be eligible for discretionary salary increases on the same basis as other employees.

(9) Preservation of Rights. Participants shall retain all rights, privileges, and benefits of employment, as provided in laws, rules, the BOR/UFF Agreement, and university policies, subject to the conditions contained in this Article.

(10) Payroll Deductions. The UFF payroll deductions, as specified in Article 26, if applicable, shall be continued for a program participant during each reemployment period.

(11) Contracts and Grants. Nothing shall prevent the employer or the participant, consistent with law and rule, from supplementing the participant's employment with contracts or grants.

(12) The decision to participate in the Phased Retirement Program is irrevocable.

(13) OPS Exception. The provisions for reemployment on an OPS contract are in effect only for new PRP participants whose initial reemployment occurs during the 1992-93 academic year or thereafter. Participants whose initial reemployment occurs

before the 1992-93 academic year will continue to be reemployed in salaried positions.

(c) PRP Information Document. The parties agree to jointly develop written information describing the current provisions of the Phased Retirement Program in the Agreement. The Board shall distribute this written information to university personnel departments and the UFF Chapters, upon request.

(d) The parties support legislation that reduces the reemployment limitation described in Section 233.181(2)(a), Florida Statutes.

24.8 Tuition-Free Courses for Employees. Subject to the approval of the receiving university, a full-time employee including those employees on sabbaticals or on professional development or grants-in-aid leave, may take up to six (6) credit hours of on-campus instruction per term tuition-free at any university within the State University System on a space available basis, limited to courses that do not increase the direct cost to the university. For purposes of this paragraph, the word "term" is defined as one of the two (2) semesters in the academic year or the period of approximately thirteen (13) weeks between the end of the spring semester and the beginning of the fall semester.

*Exempt  
New would  
not be eligible*  
→

24.9 Employee Assistance Programs. The Board, in conjunction with UFF, shall encourage each university to develop or expand its existing Employee Assistance Program (EAP) to include assessment, referral, follow-up consultation, short-term counseling, and other services for employees with personal, family, job stress, or substance abuse problems. Any policies created by the university in the development or operation of its EAP shall be discussed in consultation with the local UFF chapter.

24.10 Pre-tax Benefits Program. The Board shall continue to provide a pre-tax benefits program for employees in the State University System. In implementing such a program, it was not the primary intent of the Board to provide for cost containment, but rather to enable employees to make more effective and efficient use of current Board and employee expenditures in the benefits area. The program includes the opportunity for employees to: (1) pay for their State insurance premiums on a pre-tax basis and, (2) utilize flexible spending accounts for medical and dependent care expenses. The Board shall continue to negotiate with the UFF regarding any change in an element of this program that would constitute a change in terms and conditions of employment.

24.11 The Board and UFF agree to examine the feasibility of interstate compacts for retirement credits.

ARTICLE 25  
UFF INSURANCE DEDUCTION

The Board agrees to provide one payroll deduction per employee per pay period for the UFF voluntary economic services programs. It



Cleveland, Mississippi 38733

FACULTY SENATE

**MEMORANDUM**

To: Members of the DSU Faculty Senate  
From: Anita A. Williams, Chair  
Re: Next Faculty Senate Meeting

Date: Thursday, June 9, 1994  
Time: 2:00 P.M.  
Place: 329 Ewing Hall

**Agenda:**

**I. Introduction.**

**II. Minutes** of the May 5 meeting. Please review the enclosed copy before the meeting, and note any corrections or modifications.

**III. Old Business**

- A. Letter from Dr. Wyatt regarding Faculty Senate motion
- B. University grading scale (Remember to discuss with your faculty whether this scale should be required. This was discussed at the February 24 meeting.)
- C. Schedule for turning in grades for graduating seniors

**IV. New Business**

- A. Optional Phased Retirement Program (Please read enclosed copy of Florida's plan, and be prepared to vote. Dr. Wyatt has asked for our input as to whether we would recommend such a plan for Mississippi.)
- B. Committee Assignments and Chair Selections

**V. Announcements**