

Minutes
UCA Faculty Senate
Thursday February 28, 2019
Wingo 315, 12:45 p.m.

Attendance:

College of Business: McMullen-p, McCalman-p, Lewis-p
College of Education: McClellan-p, Miller-aa, Dailey-aa
College of Fine Arts & Communication: Douglas-p, Talbot-p, Hitt-p
College of Health & Behavioral Sciences: Morris-p, Lowder-p, VanHoose-aa
College of Liberal Arts: Burley-p, Pauly-p, Willis-p
College of Natural Sciences & Mathematics: Padberg-p, Peppers-p, Chen-p
At Large: Eskola-p, Forbush-p, Cook-p
Unaffiliated: Hicks-p, Wilson-p, Lea-p
Part Time: Richard-p

FS President Mehta-p, FS VP Barnes-p, President Davis-aa, Provost Poulter-aa

Guests in attendance: Kurt Boniecki, Associate Provost for Academic Success; Taine Duncan, Chair of Handbook Committee; Kaye McKinzie, Handbook Committee; Bethany Haney, Director of the 2019 Big Event; Dylan Easterling, Operations Coordinator for the 2019 Big Event

Introduction Items:

- I. Comments: Kurt Boniecki, Associate Provost for Academic Success, on behalf of the Provost's office.
 - A. Bob Adebayo is the finalist for the Director of Assessment position. An open campus forum will be held on March 4 at 2:45 pm.
 1. Sen. Lewis: Any update on the search for the AVP for Enrollment Management?
 2. Assoc. Provost Boniecki: An offer has been made to Kevin Thomas, who has accepted verbally. No announcement will go out officially, however, until we have written acceptance.
 - a) Sen. Lowder: What would be the anticipated start date?
 - (1) Assoc. Provost Boniecki: Not sure yet. Would expect July 1 but that may be negotiated.
 3. Sen. Wilson: How many candidates will there be for campus visits for the Dir. of Assessment search?
 - a) Assoc. Provost Boniecki: To my knowledge, this is only one. But there might be more I don't know about. Will direct that question to Dr. Glenn and Dr. Hargis.
- II. Comments: FS President Mehta
 - A. Elections (Sen. Willis): The bylaws state that college and unaffiliated elections are supposed to take place on the first Friday in March. We're not going to meet that date.

Need a motion to make an exception to the timing specified in the bylaws. So motioned by Sen. Eskola; seconded by Sen. Douglas; motion passed.

1. Sen. Willis: Proposing to run these elections along with the at-large elections on the first Friday in April.
 - a) Sen. Eskola: That would not be good to do because some people who run for college/unaffiliated elections but do not win choose then to run for at-large.
 - b) Sen. Burley: agreed.
 - c) Discussion ensued about a more suitable timeline for elections.
 - d) Timeline for college and unaffiliated elections: A call for nominations for the college and unaffiliated positions will go out tomorrow. Nominees' names (and statements if they wish to provide them) must be submitted in writing to facultysenate@uca.edu by midnight on Thurs. March 7. The slate of candidates will be announced to each constituency on Fri. March 8. The elections will be held via electronic ballot on Fri. March 15 from 8:00 am to 4:15 pm.
 - e) Timeline for at-large election: The election will take place in accordance with the bylaws on Fri. April 5 from 8:00 am to 4:15 pm via electronic ballot. A call for nominations will go out two weeks in advance on Fri. March 22. (That will be during spring break, but it's difficult to avoid doing so since we will not know the winners of the college and unaffiliated elections until Sat. March 16 at the earliest, which is the first day of spring break). Nominees' names (and statements if they wish to provide them) must be submitted in writing to facultysenate@uca.edu by midnight on Thurs. March 28. The slate of candidates will be announced on Fri. March 29.
 2. Sen. Willis: Review of which senators are rolling off and which are continuing.
 3. Sen. Willis: In addition, please remind faculty interested in running that their fall schedule needs to be open on T/Th for senate meetings in the 12:45-2:30 time period.
- B. Statement from the executives regarding the remark made at the last FS meeting: "At the last meeting of Faculty Senate, a remark was made by an individual that was inappropriate. I called a meeting of the faculty senate executives with the individual. We met on Friday following the Tuesday meeting and had a challenging discussion towards a better understanding of overall issues underlying the remark. An apology came from the individual, which included an assurance towards an inclusive approach in their future action and working. I also met with other Senators over the next few days and similar discussions ensued. These discussions provided me valuable inputs from faculty that I represent. The discussions turned out to be great teaching moment instilling and supporting the need to be thinking ahead and to be cognizant of remarks we all make."
1. Parl. Forbush: A full statement from the executives went out to you with the agenda for this meeting. Please refer to it; it's our response to the situation and describes what steps we took about it.
- C. Meeting of state FS presidents met in Little Rock last week. University presidents and chancellors joined. A similar association used to exist in the past, and we are trying to revive it. Looking to learn from our similarities and differences. Made an offer to hold our next meeting in April here on campus.

1. Sen. Lowder: Any common themes you learned in other senate bodies' concerns?
 - a) Pres. Mehta: Lots about salary & COLA, budget, state appropriations, etc. Trying to keep track of what the legislature is working on. Hoping that Pres. Davis will be able to address this at our next meeting. Also Diane Newton may be able to speak to it. She has postponed her visit to March 28th because she will have more info to share at that point. SBAC will also have some developments in the next four or five weeks. I get a lot of concerns from constituents, but don't have a lot of info to share yet.
- D. Academic Affairs (Sen. McMullen): Met last week for the first time to discuss new charge (parameters regarding FS expenditures). Developed a game plan of people to meet and talk with. Drafting some criteria. Hoping to have individual work done on March 5 and a resolution on March 12 (which may require a change to the bylaws). Final report and resolution hopefully by second March meeting.
- E. Faculty Affairs I (Sen. Lowder): Met with Provost Poulter on Tuesday. Dr. Glenn and his group are working hard on question sets for the student course evaluations. Provost is keen on having these evaluations be composed of meaningful questions. We have raised the idea of pairing peer teaching evaluations with student course evaluations in the T&P process. The goal is that these evaluations should be a resource for instructors to improve. Will meet with Dr. Glenn and his group again as they get further into the question set work. Whoever is the new Director of Assessment will not be supposed to revamp all of this work but rather implement what we've all been working on.
- F. Faculty Affairs II (Sen. Padberg): Nothing to report at this time.
- G. Workload Taskforce has met once so far and have had good discussion. Just getting started.

Invited Guests:

- III. Graham Gillis, Associate VP of HR and Risk Management: Employee Assistance Program & changes in retirement program
 - A. Employee Assistance Program (EAP): UCA has never had an EAP before; we're the only university in the state that doesn't. It's not that the Counseling Center won't see faculty, but rather that their load of students has increased dramatically to the point where they are having trouble seeing faculty as well. The EAP is meant to address that. Would like to use Arkansas EAP. They have been around for a long time and already used by other campuses in the state (entire U of A system, for example). Visits would be done off-site for the sake of confidentiality. They will start with a number of days of availability which can be increased if there is enough demand. Employees can also go to their Little Rock location if they prefer. Their services will be available to every full time employee, spouses, and children. For most of the services, there's an initial number of visits that are free; after that, there may be a copay or a referral out. I have worked with them at U of A and it was well-liked by many employees. How it will be paid for: cost is \$40,000/year. You couldn't possibly pay a single individual that amount of money to do all of this, so this is a great benefit. It will come not from UCA's budget but from the health plan.
 1. Sen. Lowder: Do we think this will be enough to cover our needs?

- a) Assoc. VP Gillis: We've had that discussion, and we do believe this will meet our needs. They have a lot of experience in meeting high demand.
 2. Sen. Wilson: Can you select a counselor or is it assigned?
 - a) Assoc. VP Gillis: You can specify preferences.
 3. Sen. Morris: Any idea when this would go active? What's the process for getting it rolled out?
 - a) Assoc. VP Gillis: We already have support from Staff Senate and from the Employee Benefits Advisory Committee. If I get support here, I can go back to the university executives and we can get things started. Hoping to get it rolled out in April.
 4. Sen. Lewis: What does it mean when it refers to helping supervisors "better manage troubled employees"?
 - a) Assoc. VP Gillis: I actually asked about that as well because the wording was confusing. It's meant to refer to training for supervisors to help them refer employees to the services. Not punitive. Supervisors can't mandate it for employees.
 5. Sen. Morris: Would a "supervisor" in a department be a chair, for example?
 - a) Assoc. VP Gillis: Correct, it would also include supervisors in Physical Plant, for example.
 6. Sen. Lowder: Will their services be available year round or only during the nine-month academic calendar?
 - a) Assoc. VP Gillis: It's actually 24 hours a day.
 7. Parl. Forbush: Need a motion to vote on approving what has been presented. So motioned by Sen. Pauly; seconded by Sen. Morris; motion passed.
- B. Retirement Plan: For a long time, government retirement plans weren't subject to 401k rules like the private sector. The laws on that have changed, and we are now asked to be fiduciaries of our plans. This is a nation-wide change. Have set up a retirement advisory committee; had three meetings so far. The consultant works a lot with higher ed institutions; has over 20 years of experience with higher ed retirement plan management. Committee has taken several actions:
1. Removal of VALIC.
 2. Loans: We have been far out of line with best practices in loan policy, and that needs to change. Proposing some limits to quantity of loans and timing; will only be able to borrow against employee contributions (not employer contributions as well). This will be on a going-forward basis.
 3. Hardship withdrawals: IRS has a listing of things you can use a hardship withdrawal for. In our system, you had to maximize your loan options first. That has been changed. You do not have to maximize loans before a hardship withdrawal. Also the suspension of contributions is being removed.
 4. Next tasks are to review the fund lineup and develop a retirement committee charter and investment policy statement. Fund lineup: open architecture system. Instead of having to deal with multiple vendors, you can deal with one company (in our case, TIAA) and manage funds with different vendors (for example, manage funds with

Vanguard, but do so through TIAA). All of this is in line with best practices in higher ed retirement planning. Overall, lots of improvements we are working on.

a) McCalman: There would be fees associated with using a vendor like Vanguard through TIAA, right?

(1) Assoc. VP Gillis: Yes, and they have to be disclosed to us. Our research is factoring in the fees vs. the performance.

5. Pres. Mehta: Will FS need to make any recommendations to you eventually?

a) Assoc. VP Gillis: Not sure yet. I will be updating you regularly on this committee's work, though, so you'll be up to date on changes and progress.

6. Sen. Eskola: Why isn't there someone on the committee who has a background in retirement?

a) Assoc. VP Gillis: That's Mike Casey.

7. Sen. Lowder: How will we be notified of when these changes are coming?

a) Assoc. VP Gillis: There will be plenty of advance notice and a communication campaign.

C. Assoc. VP Gillis: Also another info item on FMLA. The laws on this are being tightened, hence the increase in requirements. That's not just a UCA issue. It's a compliance issue with legal requirements.

IV. UCA Big Event 2019: Bethany Haney, Director, and Dylan Easterling, Operations

Coordinator. The Big Event will be on March 9th. One big day of community service with UCA faculty, staff, and students. 1000 volunteers and 110 jobs. It's everything from raking leaves to washing windows. Most of these come through non-profits requests, but also have been encouraging Conway locals to submit requests as well. See handout referencing what our needs are for this year. We rely on sponsorships to meet these needs.

A. Parl. Forbush: We have a resolution coming up later and can let you know right after the vote.

B. Sen. Lowder: How many students are signed up this year and how does that compare to previous years?

1. Haney: 987 students have signed up so far, which is comparable to sign-ups from previous years.

C. Sen. Eskola: Sometimes weather affects turnout.

V. Taine Duncan, Chair of the Faculty Handbook Committee (see handouts)

A. Did successfully hire a technical editor, who found all of the errors and inconsistencies that had accumulated over time. The perspective of the technical editor was immensely helpful. Some of the details that seem small, such as capitalization, actually can have a large effect on the meaning and intent. Organizing and arranging our edits took most of the fall, so the substantial edits were done in the spring. Substantive changes are broken down here by chapter and can also be reviewed in the pdf sent out.

B. Chapter 2 changes: Mostly dealt with clarifications to academic structures and divisions.

1. Sen. McMullen: Does handbook have authority to make changes to FS constitution?

a) Duncan: Since they were grammatical changes and none of them were substantial, it's not actually considered a change to the constitution.

- b) Sen. Burley: Reminder that we can't vote to approve any of this until our next meeting.
- 2. Sen. Lea: In the language about the Dean of the Honors College, how much detail did you want to go into? Other deans have a lot of detail here about responsibilities, but those are not listed for the Honors College Dean even though they apply.
 - a) Duncan: The rationale was to have it be parallel with the description for the Graduate School Dean. The Council of Deans actually helped decide on doing so and helped shape the language. We also had to be more open-ended about the Honors College Dean's jobs since some of the structure of Honors College as an academic unit will be changing.
 - b) Sen. Wilson: I spoke with the Honors College Dean and she has expressed support for it.
 - c) Sen. Lea: But why go into so much detail for the other deans?
 - (1) Duncan: We decided not to change the descriptions as they were listed in this edition of Handbook; it was something we left alone. Instead, decided to include the deans that weren't already listed. Changing description of existing responsibilities will be something Handbook will need to do next year. Would expect more clarification to these parts of chapter 2 in the future.
- 3. Pres. Mehta: Can you clarify the term Academic Deans vs Council of Deans?
 - a) Duncan: Academic administration is more than just Council of Deans, so we were making sure not to use those terms interchangeably.
- C. Chapter 3 changes: Acronyms needed consistency. Also added an appendix for abbreviations. Worked with deans, Academic Council and Council of Deans to make sure Handbook was consistent on mid-tenure review. Chairs were motivated to make it as explicit as possible in Handbook that mid-tenure is a developmental process. Also became apparent that many people didn't realize that DTPC (department tenure and promotion committee) and DPAC (department personnel advisory committee) are not the same thing. That's not a change we made, but something that was not always clearly understood.
- D. Chapter 5 changes: holiday designations align with the state's designations.
- E. Chapter 6: Directing readers to the policies portion of the Board of Trustees website rather than identifying them by URLs (many of which were dead anyway). Section on Additional resources and information was also mostly made of up dead URLs or things that weren't pertinent to a faculty handbook anyway.
- F. Chapter 7: Reflects changes made this year to committee structures and organization. Responsibilities info changes now reflect what was on the Provost's website about the Council of Deans.
- G. VP Barnes: What were some of the things you tabled for next year?
 - 1. Duncan: Mentioned two things above, which might be next year or over next couple of years. Also, in Chapter 7 there will be more work with the University Committee on Committees to make sure things are parallel and consistent. Also not sure if that will be done next year or ongoing. Possibility of some requests from Dept of Student Transitions about clarity for promotion processes, but no proposals received.

- a) Sen. Burley: Are they a department not in any college?
 - (1) Taine: Like library faculty—an unaffiliated body. But we have models we may adapt from other unaffiliated units.
2. Kaye McKinzie: What about an instructor who does not complete their terminal degree? A tenure-track person without terminal degree has a maximum of two years to complete it. What if they don't? The timeline in the handbook is not clear.
 - a) Duncan: Will need to be flexible to also address people who are hired off-cycle or mid-year.
- H. Pres. Mehta: We will be voting on these changes at our next meeting, so please review carefully.
 1. Parl. Forbush: We need to know ahead of time how to structure our motions in order to be clear and efficient. Please let us know ahead of time what your concerns are about sections or points, so that we can help run the meeting smoothly.

Action Items:

- VI. Approval of minutes from the Tues. Feb. 12, 2019 meeting: Motion to approve from Sen. Wilson; seconded by Sen. Padberg. Motion passed with two abstentions.
- VII. Resolution on Funds for the UCA Big Event: Motion from Parl. Forbush; second from Sen. McCalman second. Resolution approved.
- VIII. Constituent Concerns
 - A. Sen. Eskola: Spoke with Brad Teague and Warren Readnour about the concern related to student athletes and insurance. Response: “UCA Athletics decided in FY15 to go self-insured. The university opted for the same the very next fiscal year. We were able to do this by requiring student-athletes to have primary health insurance and because the NCAA covers all programs with a catastrophic policy with coverage up to \$10,000,000. Not all student-athletes can afford primary health insurance so a few are not insured; however, the NCAA catastrophic policy still applies. So with regard to the first couple of questions, our insurance/medical costs have decreased from \$225,000 annually to \$150,000. Athletics medical costs are not associated with benefits provided by the university due to full-time employment. These medical costs are direct athletics budget expense items. All employees, departments, and entities at UCA are protected by sovereign immunity. Also, The ESPN story has nothing to do with College Athletics. NFL players are Employees of the Franchise and fall under Workers Competition laws in their state. The NFL has a Fund and Program with their Players Union. But, there are several other lawsuits against the NCAA (college athletics) for concussions and we are monitoring the developments.”
 - B. Sen. McMullen: Follow up on the idea about developing an advisory committee for DRC. Contacted their interim director. They're short-staffed and requested that we table this idea until they have full staffing. Will keep this in mind to coordinate with them in the future.
 1. Parl. Forbush: Do they know when they'll have full staffing? Some departments on this campus go on understaffed for a long time.
 - a) Sen. McMullen: Not sure. But will ask.

- b) Mehta: Had a similar concern come in through Staff Senate that I will forward to Sen. McMullen.
- C. Sen. Talbot: A number of First-Year Writing faculty have been approached by students asking for review of their resumes. Seems to be coming from a class? Can they go to the CWC?
 - 1. Sen. Eskola: One of my classes is required to have a faculty or staff member over the age of 25 review their resume. That is very broad. My students have had eight weeks to get this lined up. Faculty and staff can certainly turn down these requests. Career Services has asked not to be the only entity seeing these students. Students should be bringing a form with them to make all of this clear.
 - 2. Sen. Talbot: This would be far better handled by CWC, even with quantity of students.
 - 3. Sen. Lewis: Which class?
 - a) Sen. Eskola: Intro to exercise science.
 - b) Sen. Lewis: Maybe an issue with having people look over it who may not have fully current info on resume practices.
 - 4. Sen. Eskola: My goal was partly to encourage them to build professional relationships.
- D. Sen. Willis: Received a concern about the expenditure to hire a technical editor for Handbook. The constituent was worried that it is difficult to advocate for raising faculty salaries when we have to spend money to have Handbook edited, despite having an entire English department and Writing department.
 - 1. Sen. Wilson: The rationale was that there needed to be a line between the people governed by the document and the person editing. Also, this decision was made last year and the resolution was passed last year. We did ask some people retired from UCA, but it wasn't feasible for any of them. We went back and forth with Scribendi to get an affordable contract.
 - 2. Sen. Talbot: Is this constituent implying that English and Writing faculty should do more work for free?
 - 3. Sen. Eskola: This is similar to the complaints we hear about the Wellness Program. Of course we have faculty who are more than capable of running it, but that's not part of their jobs here and not what they were hired to do.

Reminders:

- IX. Encourage faculty to run for Faculty Senate positions.
- X. Review document of Handbook changes for voting at the next meeting. If you have concerns or ideas you wish to raise, please send them to the executives in advance if possible.
- XI. Next regular meeting on Tues. March 12, 12:45-2:30 p.m. in Wingo 315. Send any questions for the President, Provost, or guests to the FS executives.
- XII. Spring planning: no T/Th courses at 2:40 pm.

Motion to adjourn from Parl. Forbush; Seconded by Sen. Douglas. Meeting adjourned at 2:35 pm.