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## AY 2007/2008 SEC meeting minutes: 07 Sep 05

Faculty Senate

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**FACULTY SENATE EXECUTIVE COMMITTEE MEETING  
MINUTES**

September 5, 2007

Present: Michael Barber, Laurence Branch, Dale Johnson, Gail Donaldson, Grandon Gill, Susan Greenbaum, Kim Lersch, Gene Ness, Christine Probes, James Strange, Larry Thompson, Graham Tobin, John Ward, Linda Whiteford

Provost's Office: Renu Khator, Dwayne Smith, Ralph Wilcox

Guests: Jennifer Cainas, Philip Reeder

The meeting was called to order at 3:07 p.m. The Minutes from the July 11, 2007, meeting were approved as presented. Before conducting business, everyone introduced themselves which included affiliation and office held.

**REPORT AND ANNOUNCEMENTS FROM FACULTY SENATE PRESIDENT  
MICHAEL BARBER**

There will be a new Senate meeting format, name badges, and place cards. The meeting format will be the one followed at the April meeting whereby Senate business was conducted during the first part of the meeting and reports given in the remaining time. The University changed the design of the badges and has reasonably strong views about conforming to the branding of USF. Therefore, returning members will have their old badges and new members will have the new badges. Everyone should wear these badges to all meetings. Officers were asked to wear them around campus to show support for the Senate. The badges are useful at the meetings to get to know one another. There will also be place cards. Everyone will pick up their place cards at the beginning of each meeting and the Sergeant-at-Arms will be responsible for collecting them. President Barber would like to have this started by the first meeting.

President Barber explained that the Marshall Center Board (Board) has been involved with the development and building of the new Marshall Center. The Board is being reinvigorated and has asked for a nominee from the Faculty Senate. Senate Vice President Larry Branch has agreed to serve. As there were no objections, Senator Branch was nominated for that position.

During the summer, the entire SEC was invited to meet with Dr. Stephen Portch, the consultant who is advising USF on its vision and goal of AAU and looking at the strategic plan. Everyone was invited to meet with him which turned out to be very valuable and beneficial. Mr. Portch has outstanding credentials in the realms of leadership and university administration, so he was an excellent choice to bring in as a consultant to evaluate where USF is in terms of its current achievements and where it hopes to go in terms of its aspirational goals. There will be another meeting with him on Friday, September 7th.

Vice Provost Dwayne Smith and Faculty Senate President Barber were asked to host a task force on post doctorates this past summer to establish objectives for post doctorates by looking at such things as the hiring and appointment processes, and fringe benefits. Considerable progress was made. Human Resources (HR) was supportive with the idea of what can be done with post doctorate recruiting and employment. A post doctorate handbook will be created containing a system for benefits that is a significant improvement of what there has been in the past. USF will be able to offer them health insurance and probably have two classes of post doctorate research associates. There will be different packages, with the anticipation that HR will have a recruitment package, health insurance, and eventually a video for recruitment in the near future. This was a significant step forward in the area of enhancing the university's mission in terms of post doctorate training. It was suggested that once all of the materials are developed HR could be invited to a SEC meeting to explain all of the developments.

The opportunity to look at the budget process for USF Academic Affairs in a more transparent view is a really big step forward. The SEC decided at its July meeting to participate in the Academic Affairs Task force. The co-chairs are Senators John Ward and Dale Johnson. As yet there is no parallel budget task force for USF Health.

With the changeover of committee memberships, the Committee on Faculty Issues and the Council on Educational Policy and Issues are in need of new leadership. Representatives from FMHI and the College of Public Health were added to both the Undergraduate and the General Education Councils. The Senate needs to work on committee memberships in the immediate future.

Senator Sandra Fogel is the new chair of the Commencement and Convocation Committee. Senator Fogel has some revisions that she would like to make to honors and convocation. It is anticipated that these revisions will be presented to the SEC in the near future.

President Genshaft's Annual University Address is October 3<sup>rd</sup> in Theatre I which is the same time as the October SEC meeting. Senate President Barber hopes to see everyone at the President's Address with the SEC meeting afterwards.

A new Institutional Compliance and Ethics Council has been created to develop guidelines for compliance and to update current standards. The Faculty Senate has been asked to find nominees for membership on this council. President Barber will solicit for volunteers from the full Senate.

## **REPORT FROM PROVOST RENU KHATOR AND RALPH WILCOX**

Provost Khator announced that Consultant Steve Portch would be presenting his report to the Board of Trustees (BOT) on Thursday, September 6th. Mr. Portch's task is to help USF move forward on its strategic plan. She invited everyone to attend the BOT meeting if at all possible.

In terms of the budget update, it does look dimmer than previous years. The Provost explained that USF may be taking additional cuts beyond 4 percent, ranging from 2 to 6 percent, and next year beginning in July there may be another cut because the estimated revenue for this year has

not been met to date. In addition, the lottery is down by \$50 million. Budget cuts could also affect recruiting efforts. A special budget session is scheduled to be held on September 17<sup>th</sup> with an estimating conference to be held in October. The Provost commended the Faculty Senate for showing their courage and honesty in taking on the task of a budget task force.

Provost Khator presented the *Fall 2007 Drop Add Enrollment Profile*. The main highlight was the most apparent fact that there are more students to serve with fewer resources to teach them. The Provost pointed out that the current enrollment figures include students that were already enrolled before the budget cut. There is now a freeze on freshman enrollment. USF will concentrate on its graduate programs and how to increase the number of graduates.

## **REPORTS BY OFFICERS AND COUNCIL CHAIRS**

a. Membership Request from General Education Council (Kim Lersch)

Committee on Committees (COC) Chair Lersch received a request from Undergraduate Studies Associate Dean Janet Moore to add to the General Education Council roster a second representative from the College of Public Health (COPH) and two representatives from FMHI. The council charge states that there will be “two representatives from each college offering an undergraduate program.” The COPH now has an undergraduate accelerated entry program and a general public health minor for undergraduates and is, therefore, eligible to have the same membership as the other colleges. FMHI is now a school, has a minor in behavioral healthcare, and has similar representation on other Faculty Senate committees and councils. This request does not require a change to the charges for these councils, but will reflect the correct membership as stated in the respective charges. A motion was made and seconded to accept this request. The motion was unanimously passed.

b. Membership Request from Undergraduate Council (Kim Lersch)

COC Chair Lersch received a request from Undergraduate Studies Associate Dean Janet Moore to add to the Undergraduate Council roster one representative from the College of Public Health bringing the total for that college to two. When the Undergraduate Council charge was written, the College of Public Health did not have an undergraduate program; therefore, it was not included on the roster. The college now has an undergraduate accelerated entry program and a general public health minor for undergraduates which prompted Associate Dean Moore to submit this request. No change to the council’s charge is required. This change will reflect the current charge. After a brief discussion, a motion was made and seconded to accept this request. The motion was unanimously passed.

c. Council on Educational Policy and Issues (CEPI) (Philip Reeder)

Outgoing CEPI Chair Reeder attended today’s meeting to report that thus far a new chair had not been elected. After polling the CEPI membership, one person volunteered to be chair, another to be vice-chair. Chair Reeder stated that since his term had ended as of

August 7th he should no longer be involved with CEPI business. After a brief discussion, it was agreed that Administrative Assistant Pipkins could assist Chair Reeder in conducting a vote to elect a new CEPI chair for 2007-2008.

d. Committee on Faculty Issues (CFI) (Laurence Branch)

Outgoing CFI Chair Branch reported that CFI member Professor Martin Bosman had expressed a willingness to serve as CFI chair for 2007-2008. However, his term on the committee has ended. Chair Branch requested that the SEC approve Professor Bosman for a continuing three-year term. A motion was made and seconded to approve Professor Bosman's reappointment to the Committee on Faculty Issues.

e. Committee Membership Concerns

Discussion was held as to how to populate the Faculty Senate Standing Committees and Councils in a timelier manner. Senator John Ward commented that the new committee chairs need to know the process in which to get people onto their committees and the Senate website is a good place for that information. He recommended that the committee chairs need to view this site and read the charges for their respective committee, as well as the charge for the COC. Another problem is that people were not applying during the regular process, so the review process was changed to monthly rather than yearly. Therefore, the SEC agreed to go back to the monthly nominations.

Other suggestions included the distribution of the list of vacancies to the entire SEC for dissemination to their colleagues. Standard meeting times should be established by committee/council chairs so that perspective members will know whether or not they will be able to participate. Other avenues of member recruitment need to be explored.

f. Roles of Faculty Senate Officers (Dale Johnson)

Secretary Johnson asked officers to write a small, detailed description of what their jobs consist of which will be inserted into the Faculty Senate handbook.

## **OLD BUSINESS**

a. Faculty Senate Handbook

President Barber asked the SEC members to review the draft Faculty Senate Handbook distributed with the meeting materials. The first part of the handbook is finished, with the back section still a work in progress. Sergeant-at-Arms Ness was asked to put together a list of acceptable, excused absences from Faculty Senate meetings. Secretary Johnson will write a blurb on elections such as when they take place, the process, and who can vote. Ms. Pipkins was asked to create a membership roster consisting of e-mail addresses to be included. President Barber would like to add a calendar of events. In the end, when it is finished, everyone will receive a copy as well as posting it on the web site.

b. Revisiting Work of Ad Hoc Constitution and Senate Restructuring Committees

Past President Susan Greenbaum expressed interest in moving forward with this process as was agreed to by the Faculty Senate in 2005. She suggested that the SEC communicate to President Genshaft its intentions. President Barber suggested that the first step is to prepare a proposal for the President to review. Past President Greenbaum agreed to write a proposal for the SEC.

**NEW BUSINESS**

a. Research Reorganization

Provost Khator reported that with Office of Research Vice President Robert Chang returning to the faculty and while a national search is conducted for a new Vice President for Research, Associate Vice President Abdul Rao will be in charge of Research Compliance and Comparative Medicine, and Associate Vice President Sandra Schneider will in charge of pre-/post-award and patenting and licensing.

b. Closing of Cash Collections Areas (Dwayne Smith)

Vice Provost Dwayne Smith reported on the recent decision to close cash collection operations outside of the University Controller's Cashier's Office on the Tampa Campus and the Cashier's Offices on the Regional Campuses. He explained that results from two separately conducted audits (one by the state, one internal) revealed that there was a serious difference in collection procedures. Cash collection areas will still be allowed to collect payments using a credit/debit card where they have been approved to do so. The Office of Audit and Compliance and the Finance Office have yet to determine if every site is following the proper standards and, if they are not, the area will be shut down. Vice Provost Smith pointed out that the process is on-going.

c. Matrix Discussion

President Barber inquired of Vice Provost Ralph Wilcox of any changes and/or updates since the summer regarding the Planning and Performance Matrix of the Strategic Plan. Although there have not been any changes, Dr. Wilcox commented that in the months ahead a better communications plan needs to be created. He added that it is important to point out that this matrix was developed pre-budget reductions and the process is not complete at this point. The matrix is part of the permanent five-year strategic plan that will be modified year to year. There have been no public conversations regarding the matrix. However, Vice Provost Wilcox would be willing to bring it back to the Faculty Senate. President Barber reiterated that the idea of the discussion should not go fallow, and that it should be discussed even with the modifications due to the budget. It is still important for the Senators to understand the matrix exists and is viable, so this is something that should go to the full membership for discussion.

d. Faculty Senate Budget

This item was not discussed at today's meeting.

**FACULTY SENATE AGENDA FOR SEPTEMBER 19<sup>th</sup> MEETING**

Suggested agenda items for the September Faculty Senate were:

Committee on Committee Membership Requests

Invite Drs. Rao and Schneider to discuss research reorganization

Report from the Budget Task Force

There being no further business, the meeting was adjourned at 5:08 p.m.