

**Southeastern Louisiana University**  
**FACULTY SENATE**  
**Meeting Minutes**  
**2008 January 23**  
**[Approved by the Faculty Senate on February 13]**

**I. Call to Order and Roll Call**

Senate President White called the meeting to order at 3:05 PM. Membership Secretary Ply called the roll. Senators absent were Bell, Bornier, Bouton, Boykin, Campbell, Clifton, Echols, Guillot, Johnson, Kihm, Lee, Muller, Neuerburg, Newkirk, Shwalb, Slawson, R. Traylor, Trowbridge.

**II. Approval of the Minutes of November 28 [December meeting]**

The minutes of the November 28 meeting received approval. The approved November 28 minutes appear at <http://www2.selu.edu/Academics/Depts/FacSen/112807minutes.pdf>.

**III. Old Business---Faculty Safety**

Recognized by President White, Senator Bancroft indicated that the Facilities, Security, and Safety (FS&S) Committee, of which Senator Bancroft is chair, requested postponement of the issue Faculty Safety pending further input and the visit of Dr Marvin Yates, Vice President for Student Affairs, to the Faculty Senate. Senator Higginbotham expressed an observation that faculty members, especially women, may want to be more security conscious about closing office doors. Without objection Senator Bancroft's postponement request on behalf of the FS&S Committee was granted by President White. **The issue Faculty Safety remains in Old Business.**

**IV. New Business**

Items A through D (*infra* this section) constituted New Business on the agenda.

**A. Internally Developed Course Materials**

President White recognized Senator Ply, who (seconded by Senator Genre), moved to refer the issue Internally Developed Course Materials to a committee of the President's choosing. **Motion so to refer was approved unanimously. President White referred the issue Internally Developed Course Materials to the Professional Rights & Responsibilities Committee.**

**B. University Excused Absences**

President White recognized Senator Yeagain, who (seconded by Senator Burns), moved to refer the issue University Excused Absences to a committee of the President's choosing. Senators Bancroft, Burns, Nelson, Ply, and proxy Senator Rana Mitra (for Senator Beauvais) commented on problems with current policy regarding absences excused because of University business. Typical questions were *What latitude does an academic department have to restrict the policy?*, *What is the deadline for presenting the excuse with regard to the date of the absence?*, *Why can students be excused for "rallies"?* *What types of "rally" or views supported by the "rally" are excusable?* President White, expressing sympathy with all who spoke during the discussion, called the motion to a vote, which was unanimous to refer the issue University Excused Absences. **President White referred the issue to the Academic Committee.**

**C. Pay Stubs and Optional Retirement**

On recognition by President White, Senator Ply (seconded by Senator Bancroft) moved to refer the issue Pay Stubs and Optional Retirement to committee. In the fervent discussion

which ensued, Senator Ply spoke in favor of requiring explicit articulation, on each pay stub, of TRSL (Teachers' Retirement System of Louisiana) payments drawn from ORP (Optional Retirement Program) accounts. Senator Bancroft, further, objected to any payments to TRSL from ORP, argued for elimination or reduction of those payments, and urged clearer information to the member on ORP prior to enrollment; he included 403B accounts as well. Senator Yeargain responded that the 403B requirements and limitations are already explicit and urged Senator Bancroft to communicate with his U.S. representatives and senators because the 403B provisions are a matter of federal statute, which Senator Titard, a CPA, confirmed. Senator Carruth stated that he has been able to move 403B investments from one account to another. President White urged a return to the order of the day as the issue of ORP payments to TRSL without including the 403B questions. Senators Schwartz and Kerber inquired about "additional duties" on the pay stub and indicated a desire for more specificity about the "additional duties." **On called question and unanimous vote, President White referred the issue Pay Stubs and Optional Retirement to the Budget committee**, whose chair, Senator Beaubouef, requested input at [tbeaubouef@selu.edu](mailto:tbeaubouef@selu.edu).

#### D. University Calendar

Senator Genre, recognized by President White and seconded by Senator Naquin, moved to consider the issue University Calendar. See Resolution 07-08-07 <http://www2.selu.edu/Academics/Depts/FacSen/resolution070807.pdf>. Senator Yeargain, who serves on the University committee which makes recommendations for the University calendar, read a list of dates proposed by that committee for Academic Year 2008-2009. See <http://www2.selu.edu/Academics/Depts/FacSen/0809Calendar.pdf>,<sup>1</sup> which presents the draft proposed University calendar for Academic Year 2008-2009 (the draft Calendar was not distributed in the meeting, but was described orally by Senator Yeargain, particularly with respect to particular dates). With regard to Summer 2008 as set forth in the draft Calendar, Senator Marshall requested clarification of the grade turn-in deadlines for Term II and regular session summer classes, to which Senator Yeargain replied that the deadline for both is set for July 31, with examination time-frames to end *before* July 30. With respect to the Fall 2008 semester, the list (in the draft Calendar), as Senator Yeargain observed, includes starting classes on August 20 (a Wednesday) in accommodation of the insertion of a fall vacation immediately preceding the first full weekend in October (and also to make the entire Wednesday before Thanksgiving a day of no classes). Senator Yeargain mentioned other innovations with respect to the draft Calendar, including its net addition of two class days to the Spring 2009 semester. Senator Yeargain also read the variations among the number of contact minutes on the basis of how the new schedule affects classes which meet three times per week, two times per week, and one time per week. Senator Marshall, Professor of Foreign Languages, objected to the brevity of the current breaks between the summer session and the fall semester and between the spring semester and the summer session, these breaks already being, according to her, too attenuated for foreign-study programs. President White: Dr Martin Luther King Jr.'s birthday is not conveniently positioned to get the spring semester started; the incumbent practice is to start classes on the next day, but the draft (Calendar) will start classes on the Wednesday prior to Dr Martin Luther King Jr.'s birthday (as well as to add two class days net to the Spring 2009 semester). With regard to Spring 2009 in the draft Calendar, Senator Genre, exemplifying the Pauline provision for *words which cannot be uttered* (at least in the minutes), said: "I want my two days back."

President White recognized Dr Beatrice Baldwin, Assistant Vice President for Academic Affairs, who indicated that feedback continues with the administration on the fall vacation concept and other innovations in the Academic Year 2008-2009 Calendar but that the

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<sup>1</sup> The "Registration Procedures" on following page" mentioned after the single asterisk on each page of the draft Calendar do not appear in the linked display and were not in the draft Calendar. [The <http://www2.selu.edu/Academics/Depts/FacSen/0809Calendar.pdf> display is identical to the 2008-2009 University Calendar to appear in the *General Catalogue 2008-2009*. The University Calendar 2008-2009 was posted at [http://www.selu.edu/admin/rec\\_reg/calendar/index.html](http://www.selu.edu/admin/rec_reg/calendar/index.html) (retrieved on 2008 February 25) after the Faculty Senate's 2008 January 23 meeting, Resolution 07-08-07 notwithstanding.]

Calendar must go to press soon. Senator Naquin questioned whether any consideration had been given to inserting the fall vacation for the entire week of Thanksgiving (during all of which week public schools are out of session); Senator Yeargain responded Yes, but said that the idea lost traction over concerns on its nearness to the end of the semester.

Senator Mitchell inquired as to where the fall-vacation idea originated. Senator Yeargain: Students—specifically SGA (Student Government Association). Senator Carruth: "They want a vacation but don't want to start earlier or to go later." Senator Ply: Why not a full week in the fall? Senator Yeargain: In years past the Faculty Senate has opposed adding a full week on either end of the semester (insertion of a vacation does not eliminate the accreditation benchmark of 750 contact minutes per semester hour). Senator Naquin expressed interest in investigating the Nicholls State University calendar. Senator Genre sought additional assurance that the calendar changes are not set in stone. Senator Yeargain and Assistant Vice President Baldwin: Not set in stone—yet [as of 2008 January 23]. Senator Yeargain offered to convey faculty members' concerns to Assistant Vice President for Enrollment Management Steve Soutullo [Senator Yeargain did so on the day after this meeting]. Senator Naquin: Can we vote on this via e-mail. Parliamentarian Yeargain: No.

Senator Carruth spoke in favor of the calendar status quo. **Senator Titard, presenting a substitute resolution in lieu of the incumbent motion merely to consider the issue, moved (seconded by Senator Genre) to preserve for Academic Year 2008-2009 the calendar status quo of Academic Year 2007-2008 with respect to the University Calendar.** President White, without objection, all discussion apparently having run its course previously, called Senator Titard's resolution to a vote, which **passed unanimously**. See same as referenced *supra*, Resolution 07-08-07 <http://www2.selu.edu/Academics/Depts/FacSen/resolution070807.pdf>. The issue University Calendar is thus ended by Senator Titard's substitute resolution pending response from the University administration.

#### **E. Letter of Congratulations to Elsie Burkhalter**

Recognized by President White, Senator Ply (seconded by Senator Yeargain) moved **to charge President White to write a letter to Honorable Elsie Burkhalter in congratulation for her elevation to chair of the University of Louisiana (ULS) Board of Supervisors (BOS). The motion passed unanimously** after a number of positive spontaneous expressions about Mrs Burkhalter.

#### **V. Announcements**

President White proceeded to Announcements. Announcements A through D *infra* were on the agenda. Announcement E *infra* was, without objection, accommodated on the agenda by President White.

#### **A. Equipment Audit**

President White called on Dr Beatrice Baldwin, Assistant Vice President for Academic Affairs, to speak on the negative press (see <http://www.nola.com/timespic/stories/index.ssf?/base/news-5/1199773269152710.xml&coll=1#continue>) concerning an equipment audit. Dr Baldwin: Equipment is carried on the Property Control Report (PCR) at historical cost; so the \$600K cited in the *Times-Picayune* is much higher than current value; the underage is less than 2 percent of the PCR; Southeastern and the University of New Orleans were the first institutions to be audited in the current auditing cycle, which involves more-exacting procedures than before; much of the problem is with undone or unprocessed paperwork in the transfer/surplus procedure rather than with any net actual loss of assets. Dr Baldwin emphasized that faculty members and budget unit heads must follow regulations (see [http://www.selu.edu/admin/prop\\_ctrl/assets/Acctforproppolicy.pdf](http://www.selu.edu/admin/prop_ctrl/assets/Acctforproppolicy.pdf) and the form available at [www.selu.edu/admin/prop\\_ctrl/assets/movesurtranreqform.xls](http://www.selu.edu/admin/prop_ctrl/assets/movesurtranreqform.xls)), **and she laid particular stress on reporting of missing/stolen equipment.** Senator Ply: Note that faculty members are

now liable for knowing the locations of state equipment which is in their possession or for which they are signed. Dr Baldwin urged in particular that faculty members keep the budget unit head (generally, for faculty members, the academic department head) informed of the specific locations of state equipment, especially smaller but expensive items such as laptop computers.

**B. Academic Affairs Committee Report**

President White announced that the Faculty Senate approved statement on consensual relationships has, with minor changes, received acceptance by the University. See [http://www2.selu.edu/documents/policies/empl/p2\\_consensual\\_relations.pdf](http://www2.selu.edu/documents/policies/empl/p2_consensual_relations.pdf).

President White reported also that the Council of Department Heads objected to some of the uses of "shall" in Faculty Senate Resolution 07-08-04 on Annual Evaluation Procedures (<http://www2.selu.edu/Academics/Depts/FacSen/resolution070804.pdf>) as said Resolution would "specify the obligations of department heads" (President White).

**C. SGA Report**

Senator Traylor: No SGA (Student Government Association) meeting yet this semester. It's next week.

**D. BOS/FAC Report**

President White recognized Senator Ply, representative to the FAC (Faculty Advisory Council) to report on the January 11 meeting of the BOS (University of Louisiana System Board of Supervisors). Particular points: Honorable Elsie Burkhalter was elected to the position of Chair of the BOS (*cf. IV.E supra*). Dr Joseph Savoie was appointed President of the University of Louisiana at Lafayette. Southeastern is ahead of all other ULS (University of Louisiana System) institutions in defining a policy on (to restrict) "W" grades (withdrawals from courses). Senator Ply has been assigned to research the "W" policies of institutions in Texas. Senator Ply also mentioned population of search committees and faculty evaluation of administrators as two matters under consideration by BOS. See her full report at <http://www2.selu.edu/Academics/Depts/FacSen/FACBOS1207and0111.doc>.

**[E. Reimbursement for Medical Expenses**

Senator Bancroft requested and received from President White permission to add an announcement about reimbursement for medical expenses. Senator Bancroft purported that in certain lawful claims the patient may receive billing for medical expenses which should be reimbursed, his particular experience being with one of the contracted alternative plans subscribed to by payroll deduction and administered via the State Employees OGP (Office of Group Benefits). Senator Bancroft urged members to be persistent in seeking reimbursement and to be especially sure that all required paperwork is on record with the particular insurer (Humana in the case of Senator Bancroft), including annual validation of participation in the insurer's program. Senator Hardison indicated a particular need for the member to make certain that the insurer has the member's "no other insurance" form on file. Senator Yeargain briefly elaborated on regulations governing reimbursement for medical expenses by OGP. Senator Yeargain urged members to stay with OGP and to adjudicate any difficulties with the agents at OGP (Telephone 800.272.8451 or 225.925.6625).]

**VI. Adjournment**

At 4:32 PM President White declared the meeting adjourned, the next regular meeting being scheduled for 2008 February 13.

Respectfully submitted by

*David Ramsey*

David Ramsey  
Recording Secretary