



HARRIS-STOWE STATE UNIVERSITY

FACULTY SENATE

MINUTES, FEBRUARY 21, 2014

2:00PM – 4:00PM

I. FACULTY SENATE..... VICE PRESIDENT WEATHERFORD-JACOBS

A. CALL TO ORDER.

The meeting was called to order at 2:12 p.m. A quorum was present. Due to the absence of President Kerr, Vice President Weatherford-Jacobs presided.

B. APPROVAL OF THE JANUARY 24, 2014 MINUTES.

The minutes from January 24, 2014 were approved.

II. UNIVERSITY BUDGET COMMITTEE..... DR. ROBERT KAMKWALALA

A. UPDATE ON UBC MONTHLY REPORT(S) AND UNIVERSITY FINANCES.

Interim President Gully was welcomed to the meeting. She said that she came to answer the finance questions which the Faculty Senate had asked Dr. Kamkwalala to answer because he was not available:

FACULTY SENATE REQUESTS FOR INFORMATION RELATIVE TO THE UNIVERSITY BUDGET COMMITTEE, HARRIS-STOWE STATE UNIVERSITY:

1. STATUS UPDATE ON THE CURRENT MONTHLY CASH FLOWS FOR THE UNIVERSITY'S OPERATIONS.

President Gully stated that after she had met with the Faculty Senate Finance Committee she had requested that an extra monthly report from the University Budget Committee would be printed for the Faculty Senate. The reports are available at the University Business Office.

2. STATUS UPDATE ON THE UNIVERSITY'S FOUNDATION, INCLUDING, BUT NOT LIMITED TO, BALANCE(S) AND INVESTMENT VEHICLES AND STRATEGY(S).

The HSSU Foundation is not part of the Budget Report. It is a separate legal entity. According to President Gully there are a couple hundred thousand dollars in the Foundation. The Board of Regents recently approved a revised investment policy of the Foundation. All money is restricted and invested to generate revenue.

The HSSU Endowment Fund is currently at \$2.8 million. The last audit statement available for the Fund is December 2013.

3. STATUS UPDATE ON THE CURRENT MONTHLY CASH FLOWS FOR THE UNIVERSITY'S OPERATIONS.

The current monthly cash flow and a summary of all unrestricted cash balances are stated in the monthly Budget Report which is the focus of the HSSU Budget committee.

Grants which come to the University are not included in the Budget Report because they are self-managed and they are not mixed in with HSSU revenues.

The financial details of the operation of the residence halls is not part of the Budget Report.

4. STATUS UPDATE ON THE FINANCIAL POSITION/STABILITY OF THE UNIVERSITY.

President Gully assured the Faculty Senate that the University is stable financially. It has had a clean audit report for fifteen years and all finances are public information.

The financial stability includes a number of shortfalls from reduced tuition and from cutbacks in Missouri funding to state universities. These drops in revenue totaled \$650,000 but the committee has been able to transfer accounts with the objective of meeting estimated payroll forecasts. In January the variances were adjusted to zero.

The Budget Committee at HSSU is tasked with identifying necessities and including those in the budget. President Gully stated that the university is often not sure when the state will send the money which the governor has recommended. The governor recommended an additional 5% for university revenue plus 3% for STEM courses. Harris-Stowe did not meet guidelines for the retention of freshmen and the number of graduates also is below state guidelines. HSSU is currently down by 30 students who are expected to graduate in 2014. Another challenge is the loan default rate for students. She said the faculty, staff and administration need to do more to affect the cohort default rate. Students who stop-out or drop-out add to the default rate.

Remedies for these situations: HSSU has hired a default prevention strategist; initiating the MO Completion Academy including “Fifteen to Finish” and block scheduling; the College of Arts & Sciences will collaborate with ARC to bring remedial students into General Education credit courses; and the Degree Audit Program will be in place for Fall 2014.

Other issues which President Gully brought to the Faculty Senate meeting: The 2014-2016 Bulletin, course catalogue and curriculum sheets are completed on time; IT Services has created a structured template for syllabi which will promote uniform communication across the institution; the Deans and Dr. Smith, Vice-President for Academic Affairs, have created a training module for all adjuncts in a digital platform. The adjuncts will need to complete the module to serve at HSSU. All faculty will be brought up to date on these issues at the March 7 faculty meeting.

After Interim President Gully left the meeting the Faculty Senate discussion about the Finance Report continued: Senator Ogar observed that the university is creating new programs without adding faculty. But it was agreed that the faculty and administration need to work closely as a team to meet the serious challenges that the university is facing. The issues of retention and recruitment are vital.

Senator Ogar also expressed dismay that Dr. Kamkwala did not come to the meeting after he had been invited. Secretary Pier added that Courtney McCall and Charles Gooden had also been invited but did not come to the meeting although they declined in advance.

Proposal SB1-2014 Senator Carr proposed a protocol for future meetings. When an impromptu visit is made, we will be respectful and welcome the person. Faculty Senate meetings are open to all employees at HSSU. However, the Faculty Senate will table the expected report for a future meeting. We will also have specific questions to be covered in the report (as the Senate had given to Dr. Kamkwala). Senator Bowman amended the proposal: The Senate will accept a written report if the invitee is unable to attend in person. The Senate will also follow up with questions, and if the invited reporter is not present, the Senate will forward the questions by

email after the meeting. Invited reports will follow a maximum of 15 minutes time limit. The proposal, as amended, passed unanimously.

III. SENATE FINANCE/COMPENSATION COMMITTEE..... VICE-PRESIDENT WEATHERFORD-JACOBS, CHAIR OF THE COMMITTEE, SENATOR OWOLABI TIAMIYU, AND PRESIDENT KERR

A. UPDATE ON COMMITTEE PROCEEDINGS.

Vice President Weatherford-Jacobs reported that the Faculty Senate Finance Committee will meet again soon and she will pick up the HSSU Budget Committee Reports from the HSSU Business Office.

IV. TECHNOLOGY COMMITTEE REPORTSECRETARY PIER AND SENATOR GREG CARR

A. UPDATE ON RECOMMENDATIONS FROM JANUARY 24 MEETING.

Senator Carr reported that he will meet with Karen Essenpreis and he will email the results to the Senators.

V. UNIVERSITY STANDING COMMITTEES SUBCOMMITTEECO-CHAIRS SENATORS KEN BOWMAN AND REYNALDO ANDERSON

A. UPDATE ON ASSESSMENT OF STANDING COMMITTEE STRUCTURE AND RECOMMENDATIONS; PROPOSAL PROCEDURES; MEMBERSHIP ISSUES AND RE-ENGAGEMENT.

Senator Anderson gave a report on the needs and challenges of the HSSU Standing Committees which are under the guidance of the Faculty Senate. The following is an excerpt from his report:

...when evaluating the relationships that institutions such as HSSU have in relation to their various constituencies, stakeholders, and communities, and standing committees, all suffer from *mission confusion*. Or put more succinctly, the multitude of communities of interest (both traditional and emerging) that HSSU needs to interface with can observe no clear strategy that is aligned with local, regional or national goals, and institutional governance and accountability. For example, on the current roster of university standing committees each list contains the names of individuals that are either no longer with the university, or terms expired indicating the committees have not been functioning properly. This may be an indication that policy has been decided at the administrative level under the guise of a *leadership* decision or lack of institutional interest or resources. For example, there seems to be a general lack of awareness of how educational policy operates especially in relation to developing new programs. Moreover, none the committees seems to have a benchmark of how to use contemporary technology to meet any of their strategic goals. For example, in light of the global accessibility of online educational technology none of the standing committees has in their mission statement of how to access populations outside of the Saint Louis metropolitan region. To borrow a concept from the business community, the *stakeholders* of a university consist of individuals, groups and organizations with notions of relationship, expectations and responsibilities. For HSSU to correct the apparent *malaise* among its various stakeholders such as its standing committees; a certain degree of differentiation among constituencies, technological support, prevention of mission overload, and strategic alignment with a renewed sense of a tightly focused mission would help with institutional reform.

Senator Bowman added that the faculty has no incentives to follow governance through the committee system as it now exists. A lot of the decision-making is done in the Administration without any input from faculty. Senator Tiamiyu agreed and said that the dysfunction is long-standing for many of the committees. Examples of the dysfunction were the degree program for Educational Studies that was passed through with no open discussion; the General Education program – also passed through; and retroactive degree fees.

Secretary Pier mentioned that most of the committees have not submitted any report of activities and there is an overlap of committees doing the same thing: both the Faculty Senate and the Faculty Standing Committees have Finance and Technology committees. Whereas, we do not have an enrollment or retention committee when these are serious issues facing the university.

Dr. Smoot responded that with guidelines and vision the Faculty Senate could empower the Standing Committees.

VI. FACULTY MANUAL..... SECRETARY MARY PIER

A. UPDATE ON DRAFTING PHASE AND FACULTY INVOLVEMENT.

Secretary Pier reported that the work on the Faculty Manual continues. She said that the Faculty Senate is working to bring the HSSU policies into line with the Missouri University system. A recommendation for Faculty Employment Practices: The Initial Appointment Contract Letter was circulated at the meeting. It needs review from each of the Colleges and The School of Business because it calls for their separate procedures in evaluating faculty towards tenure and promotion.

B. DEADLINE OF MARCH 21, 2014 FOR SUBMISSION OF THE FACULTY MANUAL

VII. FALL FACULTY SENATE INSTITUTESENATORS CARR AND OGAR

A. UPDATE ON PLANNING COMMITTEE'S PLANS FOR FALL INSTITUTE.

Senator Ogar reported that there had been much positive feedback from the Spring Faculty Institute day that had been led by Senator Carr. He suggested that the Faculty Senate begin work on the theme for the Fall Institute.

VIII. ANNOUNCEMENT

Vice President Weatherford-Jacobs reported that Dr. Johndavid Kerr had been elected as President of the Missouri Association of Faculty Senates. More information about the MAFS Convention in Jefferson City will be given at the next Faculty Senate meeting.

Due to lack of time the remaining items on the Agenda were tabled to the next Faculty Senate Meeting on March 21.

IX. ADJOURNMENT

The meeting was adjourned at 4:00.

Respectfully submitted,

Mary Pier, Faculty Senate Secretary

ATTACHMENT A

ATTENDANCE LIST, February 21, 2014

SENATORS

FACULTY and ADMINISTRATION

REYNALDO ANDERSON

MARK ABBOTT

KENNETH BOWMAN

TOM ADAMS

GREG CARR

ZENUP K. AKCA

PETER NDOMA-OGAR

BEVERLY BRENNAN

MARY PIER

BRIAN ELSESSER

OWOLABI TIAMIYU

CONSTANCE GULLY

ODESA WEATHERFORD-JACOBS

ANN PODLESKI

DIANE SMOOT

ABSENT

JOHNDAVID KERR

BETTY PORTER WALLS