

University of Nevada, Reno
2006-07 Faculty Senate

Meeting Minutes April 19, 2007

RSJ 304

Meeting 11

1. Roll Call and Introductions:

Present: Denise Baclawski (Provost's), John Burnett for Tom Lean(A & F), Gale Craviso (SOM), Gale Craviso for Normand LeBlanc (SOM), Maureen Cronin (SS), Donnelly Curtis (Library), Bill Follette (CLA), Michelle Gardner (President's) Jake Hightower for Howard Goldbaum (JO), Terry Henner (SOM), Guy Hoelzer (COS), Cindy Kiel (Research), Karen Kopera-Frye (HHS), Elliott Parker (COBA), Elliott Parker for Cynthia Birk (COBA), Ron Phaneuf (COS), Mark Pinsky (COS), Wendy Rau for Exmail Zanjani (CABNR), Steve Rock (COE), Steve Rock for David Crowther (COE), Nelson Rojas (CLA), Stefanie Scoppettone (DEV), Barbara Scott (SOM), JoAnne Skelly (COOP), Mary Stewart (CLA), Judith Sugar (HHS), Patricia Swager (SOM), Debra Vigil (SOM), Leonard Weinberg (CLA), Leah Wilds (CLA).

Absent: Manoranjan Misra (EN), Hans Peter-Plag (COS).

Guests: Duncan Aldrich (IT), Jim Curtis (Savitt Medical Library), Dean Dietrich (DEV), Amanda Garcia (SEEDS), Jodi Herzik (Provost's), Gena Jones (HR), Tim McFarling (HR), Bill Oberding (SEC), Grant Stitt (CRJ), Steven Zink (IT).

2. Chair's Report, Chair Guy Hoelzer:

Chair Guy Hoelzer reported that elections for new senators were in process and encouraged current senators to let constituents know the role of the senate in shared governance and encourage faculty, particularly senior faculty to become involved in senate and committee service. Pam Haney was hired for the Ombudsman position and started this week. Haney, who already had two cases, could be contacted through the senate office. The ad-hoc committee had met to develop policies and procedures relating to confidential research and hoped to have them completed before the end of the year. A town hall meeting with President Glick has been tentatively set for May, 4 2007 from 1 to 3 pm in Nightingale Hall. The format would not be lecture style, but dialogue where Glick could move around the audience. And the conversation would be an extension of the one with the senate. The hall holds approximately 600 hundred people and Hoelzer encouraged senators to involve their constituents. Hoelzer reported some of the issues that were discussed at the March Board of Regent's Meeting. Both Community College of Southern Nevada and Western Community College were approved to change their names to drop the word community. President Glick put UNR's main priorities on business size cards for the legislature. The two main ones were "hold harmless" and allow the university to keep the incremental increases from tuition. If the legislature agreed to "hold harmless" then the university would not have a decrease in the formula funding for not having met the projected enrollment. If the university were allowed to keep the incremental increases in tuition, it would allow the university to have control over the funds. Now all funds go to the legislature and come back in targeted ways.

3. Request to Approve the Consent Agenda

Hoelzer explained that the consent agenda was a trial run and he hoped that it would allow the senate complete their business more efficiently and allow more time for discussion of major issues. If there was a concern with a consent agenda item, that item would be pulled and then moved to the regular agenda for discussion and vote. Three items were pulled: 1 (Minutes), 2 (Senate Bylaws), and 6 (Faculty Senate Representation to the Conflict of Interest Committee). Items 3 (Amendments to the University Administration Manual, Prerequisites), 4 (Amendments to the University Administration Manual, Definition of a Major), and 5 (SEEDS Fair Trade Coffee Resolution) remain on the consent agenda.

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MOTION: Follette/Gardella. To pass items 3, 4, and 5 on the Consent Agenda.

ACTION: Passed unanimously

Item 1 Request to Approve the March 8, 2007 Meeting Minutes: Cindy Kiel would like the minutes amended to show that a memo was sent to the campus explaining that only the classified effort reports were incorrect.

MOTION: Follette/Skelly. To amend the minutes to include Kiel's request and then approve the minutes as amended.

ACTION: Passed, 1 abstention

Item 2: Faculty Senate Bylaws:

Discussion was had on 4.5 regarding the length of time that a senator could serve, and 7.2.1 the process of affirming the chair elect. Gardella would also like the senate to address in their bylaws provisions for handling unruly visitors.

Concern was expressed that the revised senate bylaws left a loophole on the timeframe when a chair or chair elect could serve again. Hoelzer said that he promised not to run and the senate accepted the bylaws being sent to the Bylaws and Code Committee for this to be addressed. Gardella expressed concern regarding the bylaws not addressing potential problems with visitors.

MOTION: Follette/Vogel. To approve the bylaws as written

ACTION: Passed unanimously

Item 3. Faculty Representation to the Conflict of Interest – Parker had questions on what this committee was supposed to do. Cindy Kiel explained the purpose of the committee and that this policy had been passed by the senate in 2003; this item was just to approve the 2 faculty members to serve on the committee. The chair of the committee would be Cleb Maddux and the other faculty member would be Fred DeRafols.

MOTION: Parker/Baclawski. To approve Cleb Maddux and Fred DeRafols as the faculty representatives to the Conflict of Interest Committee.

ACTION: Passed unanimously.

4. Proposed Summer Reading Program: Hoelzer suggested that faculty look at the University of North Carolina's Summer Reading Program <http://www.unc.edu/srp/> . The program would be to facilitate involvement with the students, faculty and staff and get the students started off being academically minded. The incoming freshmen would be given a reading assignment in the spring or summer and told to be ready to discuss the book in the week prior to class beginning in the fall. Either each college could choose a book or all could agree to using a high profile book university-wide. If only one book was chosen, the author could be brought to campus for a colloquium or seminar. Approximately 50 faculty would be needed to conduct this program and would prepare the students to participate in college. Parents could be involved, by reading the book, and hold conversations with their children about the book.

5. Year-End Committee Report: James Curtis, Chair Technology Committee:

Hoelzer explained that there would be two votes, the first vote to approve the report which would not imply acceptance of the recommendations. The second vote would be to approve the recommendations in the report. Jim Curtis thanked the senate for allowing him to serve as chair of

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this committee, especially as he had only been on campus for two and one-half years. Curtis, Director of the Savitt Medical Library and SOM Technology Services, thanked his committee members: Judy Calder, Brenda Eldridge, Howard Goldbaum, Araby Greene, Alexander Kumjian, George McKinlay, Kile Porter, Ravi Subramanian, Clint Ulrich, Virginia Vogel, Linda Kuchenbecker (Ex-officio), Ron Phaneuf (EB Liaison), Aron Smetana (IT Liaison), Steve Zink (Consultant). The only issue that the committee was concerned with from the survey was the desktop replacement process. Aron would be coming back to the committee and the committee would discuss those actions that need to be taken and whether or not to repeat the survey. The committee chose not to repeat the survey this year as they had not finished processing the results and did not want to create survey burn-out. The survey was completed in April 2006. The major issue was desktop replacement and that the funding was not stable or assured, which was not a failing of IT as the four-year desktop replacement program had not been adequately funded. The other concerns were being responded to by IT Staff. George McKinlay was appointed by the technology committee act as liaison to the Board of Regents Technology Task Force. Steve Zink, Vice President Information Technology attended most of the meetings and kept the committee apprised of what was happening on campus. The software application process was conducted with the committee awarding the \$20,000 that was funded. The total request from the applications was \$93,000.00. The applications were graded and ranked and the awards made from the highest ranking applications until there were no funds left. Curtis met with the executive board about the possibility of seeking more funds through development.

MOTION: Follette/Baclawski. To approve the report as published.

ACTION: Passed unanimously

The discussion of senators included concerns with the Help Desk (communication, training and ticket system), whether or not to conduct the survey again next year and providing feedback to the involved departments, desktop replacement and who is eligible to apply for the replacement program. It was requested that the software application results be posted.

MOTION: Weinberg/Sugar. To approve the recommendation of the Faculty Senate Technology Committee that the Senate go on record as supporting adequate ongoing funding from the University to support the Campus Desktop Replacement Program and that the current four-year desktop/laptop replacement plan be changed to a three-year replacement plan.

ACTION: Passed, 1 Opposed.

6. Year-End Committee Report: Campus Affairs Committee, Chair Grant Stitt:

Committee Chair Grant Stitt thanked the members of the committee: Bruno Bauer, Jane Bessette, Dhanesh Chandra, Donnelyn Curtis, Thomas King, Ted Oleson, Carley Ries, Ann Tyler, Jeffrey Underwood, Debbie Vigil (EB Liaison). The committee reviewed the charges from last year and felt that the charges had been met. The biggest charge that the Campus Affairs Committee followed up on was from the Morale Task Force. There were nine issues that the committee looked into, assessed and made recommendations in their report.

1. Ombudsman
2. Annual Evaluations for Top Administrators
3. Strategic Planning
4. Management Training for Administrators
5. Communications
6. Merit Pay
7. Service and Rotating Chairs
8. Joint and Split Appointments

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9. Administrative Faculty Evaluations

- The committee recommends that both search processes and activities of the Professional Development Leave Committee be monitored to insure further concerns do not arise.
- Recommended that once the Ombudsman is hired the Senate take an active role in monitoring the annual evaluations of the person in this position and insuring that the position is operating to its maximum level of effectiveness.
- Annual Evaluations for Top Administrators - The committee concurs with the Morale Task Forces original recommendation regarding these evaluations and recommends that the Senate continue to push for this process to begin at the earliest practicable time.
- Management Training for Administrators – The Senate should continue to insist that this begin at the earliest feasible time.
- Communications - The committee recommends that those in all levels of administration from the President down to department chairs be encouraged to communicate freely and often to all who they supervise.
- Merit Pay - The committee reiterates the faculty senate task force recommendation that **no one be excluded from merit**, except because of promotion.
- Administrative Faculty Evaluations: The committee concurs with the Morale Task Forces original recommendation regarding these evaluations and recommends that the Senate continue to push for this process to begin at the earliest practicable time.
- The Campus Affairs Committee suggests that the Executive Committee decide what they wish to recommend to the Senate in terms of changing the bylaws to either increase the total number of senators or change the calculation figures utilized to determine apportionment.
- **Suggested Charges for 2007-08 Campus Affairs Committee**
 1. Continue to follow-up on implementation of policies, procedures and actions taken to achieve recommendations of the Morale Task Force.
 2. Conduct a survey of emeritus faculty to determine the understanding by this group of the availability of benefits and the extent to which the benefits are utilized.
 3. Perhaps as mentioned previously the Campus Affairs Committee could be charged with 1) examining the role and importance of service in evaluating faculty and staff and 2) seeking ways to encourage senior faculty to fully engage in shared governance on this campus."

The senate discussed merit pay with state and soft-funded positions and equability.

MOTION: Skelly/Scoppettone. To approve the report and recommendations as published

ACTION: Passed unanimously

7. Campus Safety Update: Adam Garcia, Director University Police Services:

Adam Garcia, Director University Police Services reported that Police Services and Administration would be dissecting the events of Monday at Virginia Tech and would be looking at ways to improve security and communication. They were looking at Public Address system that would cover the entire campus and looking at other issues as well. The plasma monitors that are scattered throughout campus could also be utilized for notifying the campus community, as well as the use of the Reverse 911 enhancement with the new phone system. University Police Services was also working with Washoe County to set up a system where they could contact university employees at home in case of an emergency.

Senators concerns were: could the counseling office notify faculty of potentially violent or troubled students, how to prevent troubled individuals from coming on campus, if faculty could be notified if

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threats had been made by students to other faculty, the feeling that faculty have no recourse if threatened, lack of faculty support in these kinds of situations, the concern of reacting badly to this situation by making hasty decisions, student privacy with regards to counseling issues, and if students have access to enough services to help prevent something like Virginia Tech from happening here.

Hoelzer thanked Garcia and recommended that perhaps this is a discussion that should be engaged again in the fall.

8. Year-End Committee Report: Non-Traditional Task Force: Barbara Scott, Chair:

Chair Barbara Scott thanked the committee members: Tim McFarling, Hans Peter-Plag, Alla Safronova, Lee Weber, and Gary Zunino. The task force first identified who they were talking about, how many were there, where were they on campus, what do they do, what were their relative contributions to the mission of the campus, and job safety net and security. They decided to define it as broadly as possible, which included any non-tenure-track faculty, whether it was administrative, academic, or Letter of Appointment (LOA). Non-tenured (NT) faculty comprised approximately 70% of all faculty, only half of the funding for administrative faculty came from state support. Concerns expressed by non-traditional faculty were: limited or variable voting rights, second class citizens, constraints of soft money funding, lack of explanation to new hires of contracts, evaluation and promotion issues, lack of opportunities for professional development leave, changing nature of non-traditional faculty employment not addressed in the Board of Regent's Handbook.

MOTION: Gardella/Rock. To approve the report as published.

ACTION: Passed unanimously.

Issues that the senate discussed were: administrative faculty label has been broadly and arbitrarily applied; it might be beneficial to have the task force to ferret that out, if this task force should become a standing faculty senate committee. Recommendations by the committee:

1. Faculty Senate to ask administration to develop system of bridge funding for non-tenure-track (NTT) faculty (for shortfalls/end of funding and for emergency situations such as illness) based on years of service, productivity, track record and other criteria to be developed.
2. Faculty Senate to ask administration to phase in a system to offer B contract faculty the option of having retirement benefits paid on overload salary.
3. Charges for committee for next year to include:
 - a. continue to identify issues of concern to non-tenure track faculty;
 - b. summarize and report findings from survey of academic faculty;
 - c. complete surveys of administrative and LOA faculty;
 - d. incorporate gender as a variable in examining NTT vs TT/T distribution;
 - e. expand membership of this committee to bring new perspectives; and
 - f. propose potential solutions to strengthen and support rights and safety net for NTT faculty.

MOTION: Gardella/Kopera-Frye. To approve recommendations 1 and 3 and put recommendation 2 aside for discussion and vote in the August 2007 meeting.

ACTION: Passed

9. Year-End Report: Salary and Benefits Committee, Kent Ervin, Chair:

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Chair Kent Ervin thanked the committee members: Lorraine Bonmaldi-Moore, Patty Charles, Charles Coronella, Michaun Hayes, Horst Lange, Russ Meyer, and Angela O'Callaghan. He also thanked Gena Jones, Tim McFarling, Kim Beers and Michelle Kelley. A couple of years ago a salary equity study was done and many adjustments were made based on that study. A new study model which included cost of living data for local area vs. institutions that are looked at found no issues based on gender, age or ethnicity. Approximately twenty to thirty faculty were found to need adjustments based on the study and have been referred to the President's Council for funding. Human Resources was looking at another way to measure experience besides age for administrative faculty. Jones would have a proposal for the committee next year for what should be counted as verifiable and relevant experience.

MOTION: Scoppettone/Burnett. To approve the report as published

ACTION: Passed unanimously.

Senators expressed that they would like reassurance that they would have to pay not penalties if new vendors were accepted and faculty needed to switch their retirement plans over.

Recommendations:

(a) The university administration should be encouraged to fund salary equity adjustments in future budget years as a regular policy and to eliminate the age factor in administrative faculty salary assessments as soon as feasible.

(b) The NSHE Retirement Plan Advisory Committee should be encouraged (1) to add an investment plan sponsor that provides lower-cost mutual fund alternatives, including a broader selection of passively-managed index funds, than are available from the current three vendors and (2) to make comparative performance data on the investment plans sponsors available to all plan participants.

(c) The university administration and BCN Benefits Office should be encouraged to provide Certified Financial Planner services as an employee benefit.

(d) The university should develop a general policy on how academic units provide for parental leave for teaching faculty during academic terms, including both guidelines for teaching release for the individual employee and resource commitments for academic units to provide substitute instructors.

(e) The 2007-2008 Salary & Benefits Committee should be charged with following these and other issues detailed in the full report presented to the Faculty Senate.

MOTION: Phaneuf/Burnett. To approve the above recommendations of the committee.

ACTION: Passed unanimously.

10. Year-End Report: Bylaws and Code Committee, Duncan Aldrich, Chair:

Chair Duncan Aldrich thanked the committee members: John Davis, Fred DeRafols, Susan Lentz, Carol Ort, Andrew Nolan, Jacquelyn Sundstrand, and Robin Gonzalez. The committee anticipated having the template for unit bylaws by May and then would begin working on the department bylaws template. The committee reviewed and revised the UNR bylaws which were voted on and passed in November 2006 and the Grievance section which was voted on and passed this year.

MOTION: Parker/Gardella. To approve the report as published.

ACTION: Passed unanimously.

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Senators expressed concern with the length of time it took to have unit bylaws go through the process and would like to see the process time tracked better and shortened. There was discussion of changing the name of department bylaws to policies and procedures. This would eliminate them from going through such a lengthy process. It was also expressed that if these bylaws are not legally binding why did departments have them and why should they change the name of them, just fix the process. It was requested that perhaps departments working on their bylaws could attend a workshop.

1. The BCC recommends that next year's charge include a critical review of the recently passed 'reconsideration and grievance' procedures in the UNR bylaws. The revisions were done very quickly this winter, and though we believe they are functional, we also believe that some additional work might better provide for faculty needs – for example, is there a role for the Ombudsman in the process?

2. The BCC recommends continued review of the bylaws templates, to include extracting a template for department bylaws.

MOTION: Gardella/Skelly. To approve the recommendations of the committee.

Friendly Amendment: To look at changing the name of department bylaws to policies and procedures.

ACTION: Passed unanimously.

Meeting Adjourned 5:15 pm