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August 28, 2009 Approved Minutes

SWOSU Faculty Senate

Abstract

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Southwestern Oklahoma State University
Faculty Senate Meeting
August 28, 2009, 2:00 pm, EDU 201
Approved Faculty Senate Meeting Minutes

- I. **CALL TO ORDER:** The August 28, 2009, meeting of the Faculty Senate was called to order at 2:00 PM in Education 201 with FS President Scott Long presiding.
- II. **ESTABLISH QUORUM:** The following members were present: Warren Akers, Lisa Appeddu, John Bradshaw, Stephen Burgess, Chelsea Church, Kevin Collins, Tommye Davis (Sayre), Vicky Gilliland, Terry Goforth, John Hayden, Rita Hays, Sophia Lee, Joe London, Scott Long, Warren Moseley, Edna Patatanian, Les Ramos, Ann Russell, Lisa Schroeder, Ric Baugher for Jeff Short, Muatasem Ubeidat, Dennis Widen, Jonathon Woltz and Tyler Rogers (SGA Rep).
- III. **CERTIFICATION OF SUBSTITUTES:** Ric Baugher for Jeff Short; Warren Akers is taking the place of Hung Chieh Chang as the Faculty Senator for Mathematics.
- IV. **PRESENTATION OF VISITORS:** None.
- V. **APPROVAL OF MINUTES:** Minutes of the June 23, 2009, meeting and the July 21, 2009, meeting were approved by voice vote.
- VI. **ANNOUNCEMENTS:**
 - A. From FS President Scott Long:
 1. **General:**
 - a. **Health Insurance Update** – A memo from Kim Cherry, Chair for the RUSO evaluation of health benefits committee, sent a statement stating “We will be recommending BC/BS for Health and Dental Plans, VSP for Vision, and HealthSmart for the Retiree/COBRA administrator.” Therefore it appears that Blue Cross/Blue Shield will be the carrier for health insurance, to be in effect on January 1, 2010. A comparison of BC/BS and HealthChoice is provided at the end of the minutes – differences between the plans are highlighted in red ink.
 2. **Meeting with the Provost:**
 - a. **Faculty ID’s** - Concerning the motion passed by FS last month (FS Motion 2009-07-01) calling for faculty IDs to no longer carry an expiration date and proposed changes in the faculty handbook, the FS Executive Committee learned that IDs are purchased “pre-made” with a yearly expiration date pre-printed on them. The Provost will look into the possibility of obtaining other types of IDs or other sources. In the meantime, all IDs have a yearly expiration date.
 - b. **Budget** - The budget for the 2009-2010 school year looks good, and it is reported that, at this time, SWOSU should have little to no difficulty in meeting its financial responsibilities. The FY2010-2011 budget also appears to be okay at this point, while concern is still being expressed for the 2011-2012 academic year.
 - c. **Faculty Handbook** – Following the July 2009 Faculty Senate meeting, the revised handbook was made available to the Faculty Senate Executive Committee for review. An Ad Hoc Committee was formed to review the handbook. Some questions arose and some areas of concern were identified. This will be discussed under Committee Reports.

- d. **New Faculty Reception** – This social event, as hosted by the Faculty Senate, will be held next Tuesday, September 1, 2009, in the Bulldog Beanery from 2:30 PM until 4:00 PM. The come-and-go reception will offer refreshments from food services and drinks from the Beanery, complimentary of the Faculty Senate.

B. FS Secretary/Treasurer Lisa Appeddu:

1. **Roll Sheet** – please sign.

2. **Treasurer's Report:**

a. BancFirst Checking account:

• July Meeting balance:	\$1749.36
Change for collecting Faculty Senate Dues	- 100.00
Years of Service Plaques	- 555.50
• August 17, 2009, statement balance:	\$1093.86

b. University account balance (No change): \$130.00

c. Faculty Senate Dues collected to date: \$ 890.00

C. FS President-elect Muatasem Ubeidat: Request that the members of the Faculty Senate Budget Contingency Planning *Ad Hoc* Committee meeting immediately following the conclusion of the Faculty Senate meeting. Also, please email ideas on budget planning and savings ideas to him.

D. FS Past President Les Ramos: Nothing to report.

E. FS Student Government Representative Tyler Rogers: Nothing to Report.

VII. REPORTS FROM STANDING AND AD HOC COMMITTEES:

A. **Report from the *Ad hoc* Committee on the Faculty Handbook** - The *Ad hoc* Committee formed to evaluate the revised Faculty Handbook (Scott Long, Les Ramos, Lisa Appeddu, Muatasem Ubeidat, John Hayden, Terry Goforth, Stephen Burgess) reviewed the document. For the most part, revisions consisted of wording changes to make the Handbook in line with the restructuring and renaming of Administrative positions and Colleges/ Departments / Schools. Several questions were raised. Most of these were relatively minor with some points of concern. Four outstanding concerns remain at this time. These were sent in an e-mail to the Provost on August 12, 2009, and included the following:

1. **Sick Leave Policy (Found in current Faculty Handbook, page 67):** A paragraph was crossed out regarding the placement of “unused sick leave” into a “SWOSU Sick Leave Bank.” Faculty Senate Question: What happens to unused sick leave with the omission of this paragraph?

2. **Work Day Policy (Found to be included in new version of the Handbook – would be found in the Current Faculty Handbook on page 76, after Workers' Compensation):** A paragraph was added into the new version of the Handbook which defines the workday as being, “in general, from 8:00 a.m. to 5:00 p.m.,” and that “deviations from the workday should be approved by the department chair.” It also states, “The work week for full-time faculty and professional employees is not more than forty hours per week including authorized leave.” Note:

This is a MAJOR concern of the Faculty Senate. The Faculty Senate cannot support this section as it is written now and, therefore, would not endorse this version of the Handbook.

3. Promotion of Instructors (Proposed by Faculty Senate to put into Current Faculty Handbook on page 107, after Service): The Faculty Senate had approved and forwarded recommendations concerning promotion of Instructors. These are not found in the new version of the Handbook. Faculty Senate Question: What is the status of this recommendation - Is it still under review, or has it been denied by the Administration?

4. Academic Dishonesty (Found to be included in new version of the Handbook – would be found in the Current Faculty Handbook on page 122, as the first item under Student Affairs): The wording of the policy could be interpreted as the “instructor of record” has the ability to expel a student from SWOSU. Faculty Senate question: Should the wording be changed to indicate this is not the case?

VIII. UNFINISHED BUSINESS: None.

IX. NEW BUSINESS:

A. Regarding the new version of the Faculty Handbook:

1. The following motion was moved and seconded:

FS Motion 2009-08-01:

It is proposed that the Faculty Senate submit Dr. John Hay’s 2002 memo as the workday policy to include in the new version of the Faculty Handbook, as follows:

All professional personnel employed by Southwestern Oklahoma State University are expected to meet all professional responsibilities. To meet such responsibilities might often require more than forty hours of work per week or more than eight hours of work per day. There will also be some days and weeks that may actually require less work than the so-called normal workday or workweek. Professional personnel should not be, in effect, “punching” the proverbial time clock. All exempt employees, as defined by the Fair Labor Standards Act, are considered professional employees. This generally includes many administrative employees and all faculty. As to work hours, each budget unit is expected to monitor itself as to what is a reasonable and fair work expectation for each professional member of the unit. In the event that there are abuses of general work expectations and members of a particular unit cannot develop a spirit of work harmony, then the next level of administration above the particular unit should be consulted to address the situation. If need be, the concern can be carried up the administrative levels to the President of the University.

(Source: September 2, 2002, Memo from President Hays to the Executive Council Members regarding Professional Employees)

The motion passed by voice vote.

2. The following amendment was moved and seconded

FS Motion 2009-08-02:

It is proposed that the Faculty Senate amend Dr. John Hay's 2002 memo as follows:

1. Strike out the second and third sentences of the passage, starting with "To meet such responsibilities..." and ending at "...normal workday or workweek."
2. Replace with "Meeting such responsibilities may involve varying amounts of work from week to week, occasionally exceeding 40 hours and occasionally falling below 40 hours."

The motion failed by voice vote.

B. Adoption of Robert's Rules of Order:

The following motion was moved and seconded:

FS Motion 2009-08-03:

It is proposed the Faculty Senate adopt the proposed 2009-2010 standard rules of conducting business during meetings using traditional parliamentary procedure (*Robert's Rules of Order*).

The motion passed by voice vote.

C. Approval of 2009-2010 Budget:

The following motion was moved and seconded:

FS Motion 2009-08-04:

It is proposed the Faculty Senate adopt the proposed 2009-2010 Faculty Senate budget:

<i>Income</i>	
Donations	\$200
<u>Faculty Senate Dues</u>	<u>\$900</u>
Total Income	\$1,100
 <i>Expenses</i>	
Awards	
Years of Service Plaques	\$600
Officers Plaques and Senator Certificates	
New Faculty Reception	\$225
Retirement Reception	\$250
<u>Copying, Travel, and Misc.</u>	<u>\$25</u>
Total Expenses	\$1,100

The motion passed by voice vote.

D. Distribution of Eligible Faculty List for the 2009-2010 Faculty University Promotion and Tenure Review Committee (FUPTRC): According to the current Faculty Handbook, to be eligible to serve on FUPTRC, a faculty member should be tenured, have achieved a minimum rank of Assistant Professor, have 7 years experience, and should not have served on the 2007-2008 FUPTRC. See the attached list of eligible faculty. Eligible faculty members will be surveyed for their interest to serve on the 2009-20010 FUPTRC. The FUPTRC Committee will be formed during the September Faculty Senate meeting.

X. ADJOURNMENT: 3:25 p.m.

Respectfully Submitted,

Scott Long, FS President

Lisa Appeddu, FS Secretary

**Next Faculty Senate Meeting:
Friday, September 25, 2009, at 2:00 p.m. in EDU 201**

Medical High plan comparison August 24, 2009

	HealthChoice rates for 2009		
Employee	409.12		
Spouse	587.92		
Child	199.98		
Children	343.10		
Spouse + Child	787.90		
Spouse + Children	931.02		
	HealthChoice rates for 2010 (average increase 7.57%)	BCBS proposed bundled w/dental	Employee diff if bundled w/dental
Employee	442.80	431.89	
Spouse	625.88	453.48	(172.40)
Child	228.32	172.75	(55.57)
Children	342.44	345.50	3.06
Spouse + Child *	854.20	798.99	(55.21)
Spouse + Children	968.32	798.99	(169.33)

*NOTE: BCBS does not have a separate tier for spouse plus child, using spouse plus children rate
These rates would be same for active employees and retirees under age 65.

	HealthChoice	Blue Cross Blue Shield
Calendar Year Deductible (CYD)	\$500 individual \$1,500 family	\$500 Individual \$1,500 Family
Calendar Year out-of-Pocket maximum	\$2,800 Network, individual \$3,300 + amounts over Allowed Charges non-Network, individual	\$2,800 Individual \$8,400 Family in network; \$3,300 Individual and \$9,900 Family out of network.
Office Visit (Professional Services)	\$50 copay	\$25 copay
Diagnostic X-ray and Lab	20% of Allowed Charges after deductible	20% after calendar year deductible (CYD)
Hospital Inpatient Admission	20% of Allowed Charges after deductible Additional \$300 non-Network deductible per admission	20% after CYD; additional \$300 for non network admissions
Hospital Outpatient Visit	20% of Allowed Charges after deductible	20% after CYD
Well Baby Care Visit	\$50 copay; no deductible applies	\$25 office visit copay may apply
Immunizations	No charge for well-baby and adult immunizations \$50 office visit copay and/or administration fee may apply	\$25 office visit copay may apply
Periodic Health Exams	\$50 copay per exam, 1 mammogram at no charge for women age 40 and over	\$25 copay; Mammograms covered in full: One baseline age 35-39, covered annually age 40+
Allergy Treatment and Testing	20% of Allowed Charges after deductible. Limited to 60 tests every 24 months	20% after CYD. Limit: 60 tests every 24 months
Emergency Health Care Facility Visit	20% of Allowed Charges after annual deductible. Additional \$100 ER deductible – waived if admitted	\$100 copay; then 20% after CYD (copay waived if admitted)
After Hours Urgent Care	20% of Allowed Charges after deductible	20% after CYD
Mental Health or Substance Abuse Inpatient	20% of Allowed Charges after deductible. Limit: 30 days per year	20% after CYD (no limit)
Mental Health or Substance Abuse Outpatient	20% of Allowed Charges after deductible. Limit: 26 visits per year	20% after CYD (no limit)
Durable Medical Equipment (DME)	20% of Allowed Charges after deductible for purchase, rental, repair, or replacement	20% after CYD for purchase, rental, repair, or replacement
Occupational or Speech Therapy Visit	20% of Allowed Charges after deductible. Each service limited to 20 visits per year without prior authorization Each service limited to 60 visits per year	20% after CYD (each therapy limited to 60 visits per year with no prior authorization required)

	HealthChoice	Blue Cross Blue Shield
Physical Therapy/Physical Medicine Visit	20% of Allowed Charges after deductible Limit: 20 visits per year without prior authorization Limited to 60 visits per year	20% after CYD (limited to a combined 60 visits per year including Chiropractic therapy, with no prior authorization required)
Chiropractic/Manipulative Therapy Visit	Chiropractic services only: 20% of Allowed Charges after deductible. Limit: 20 visits per year without prior authorization; for manipulative therapy, see Physical Therapy/ Physical Medicine Limited to 60 visits per year	20% after CYD (limited to a combined 60 visits per year including Physical therapy, with no prior authorization required)
Maternity Pre- and Post-Natal Care	20% of Allowed Charges after deductible. Includes 1 postpartum home visit - criteria must be met	20% after CYD (no home visit)
Hearing Screening and Hearing Aids	\$50 copay/basic hearing screening. Limit: 1 per year. Hearing aids covered for children up to age 18 as durable medical equipment	\$25 copay/basic hearing screening. Limit: 1 per year. Hearing aids covered for children up to age 18 as durable medical equipment
Pharmacy Benefits Generic and Preferred	Network: Generic Mandate Preferred Medication: The cost of medication is \$100 or less - You pay up to \$30 or actual cost if less. If the cost of medication is more than \$100 - You pay 25% up to a \$60 maximum. Out-of-pocket maximum - \$2500	If the cost of medication is \$100 or less - You pay up to \$25 or actual cost if less. If the cost of medication is more than \$100 - You pay 25% up to a \$50 maximum. Out-of-pocket maximum - \$2500
Pharmacy Benefits Non Preferred	The cost of medication is \$100 or less - You pay the lesser of \$50 or actual cost. If the cost of medication is more than \$100 - You pay 50% up to a \$100 maximum.	If the cost of medication is \$100 or less - You pay the lesser of \$50 or actual cost. If the cost of medication is more than \$100 - You pay 50% up to a \$100 maximum.
Lifetime Maximum - Medical	Unlimited	\$2,000,000
Lifetime Maximum - Pharmacy	\$2,000,000	\$2,000,000

**Eligible Faculty for the 2009-2010 University Promotion and Tenure
Review Committee**

Last Name	First Name	College	School	Department
BOGGS	LISA	Arts&Sci		Biology
GRANT	PETER	Arts&Sci		Biology
O'NEAL	STEVEN	Arts&Sci		Biology
SEIBERT	R. WILLIAM	Arts&Sci		Biology
CAMPBELL	BRIAN	Arts&Sci		Chem/Physics
ESJORNSON	SYLVIA	Arts&Sci		Chem/Physics
GOFORTH	TERRY	Arts&Sci		Chem/Physics
JOHNSON	JASON	Arts&Sci		Chem/Physics
MCCARTY	ROBBIE	Arts&Sci		Chem/Physics
ROGERS	CHARLES	Arts&Sci		Chem/Physics
KENDALL	JOEL	Arts&Sci		Comm/Theatre
CRAIG	VIKI	Arts&Sci		Lang/Lit
GAYDOSIK	VICTORIA	Arts&Sci		Lang/Lit
LOGAN	KELLEY	Arts&Sci		Lang/Lit
MAXSON	HELEN	Arts&Sci		Lang/Lit
REIMERS	VALERIE	Arts&Sci		Lang/Lit
EAST	GERARD	Arts&Sci		Math
CHAMBERS	ROBERT	Arts&Sci		Music
LEE	CHIHCHEN SOPHIA	Arts&Sci		Music
SEGRESS	TERRY	Arts&Sci		Music
WIDEN	DENNIS	Arts&Sci		Music
BROMERT	ROGER	Arts&Sci		Soc Sci
DUNN	JERRY	Arts&Sci		Soc Sci
GATES	FREDERICK	Arts&Sci		Soc Sci
HAYDEN	JOHN	Arts&Sci		Soc Sci
HERTZEL	DAVID	Arts&Sci		Soc Sci
MAY	RALPH	Arts&Sci		Soc Sci
WHEELER	MICHAEL	Arts&Sci		Soc Sci
CHURCH	CHELSEA	Pharmacy		Pharm Practice
GALES	MARK	Pharmacy		Pharm Practice
GALES	BARRY	Pharmacy		Pharm Practice
SHARP	RANDALL	Pharmacy		Pharm Practice
WELCH	E. BEN	Pharmacy		Pharm Practice
FRENCH	BENNY	Pharmacy		Pharm Science
FRENCH	ELGENIA	Pharmacy		Pharm Science
LONG	SCOTT	Pharmacy		Pharm Science
PRAY	W. STEVE	Pharmacy		Pharm Science
RAMOS	CARROLL "LES"	Pharmacy		Pharm Science
STOCKTON	SHELLY	Pharmacy		Pharm Science
ASHENFELTER	MELODY	Prof&Grad	Bus/Tech	Accounting
BUDDY PENNER	NANCY	Prof&Grad	Bus/Tech	Accounting
APPEDDU	LISA	Prof&Grad	Allied Health	Allied Health
ASPEDON	ARDEN	Prof&Grad	Allied Health	Allied Health
ASPEDON	MARY	Prof&Grad	Beh Sci/Educ	Education
RUSSELL	ANN	Prof&Grad	Beh Sci/Educ	Education
BURGESS	MELINDA	Prof&Grad	Beh Sci/Educ	Psychology
WOLFF	MICHAEL	Prof&Grad	Beh Sci/Educ	Psychology