

Minutes of the September Special Session of the Faculty Senate

The Faculty Senate held a special September session on Thursday, September 29, 2011, in LIBR 101. Chair Terrel Gallaway called the session to order at 3:30 p.m. Edward De Long served as parliamentarian.

Substitutes: Jef Cornelius-White for Paul Ajuwon, CL; Matthew Calihman for Lyn Gattis, Asst Prof Rep; Abbe Ehlers for Melanie Grand, RA; Lloyd Smith for Rick Martin, CS; Renee White for Joan McClennen SW; and David Byers for Patti Salinas, CR.

Absences: Sandra Bailey, FI; Magdalena Berry, NTT Instruc Rep; Ching-Wen Chang, RF; Vicki Dunlop, GL; Mike Foster, CGEIP Chair; Dimitri Ioannides, GG; Jim Kaatz, PS; Daniel Kaufman, PH; James Lampe, AC; Allan Liggett, SM; Eric Nelson, Grad Council Chair; Sean Newton, PT; Sarah Nixon, Assoc Prof Rep; James Philpot, ARC Chair; and Beth Walker, AG.

Guests: Richard Biagioni, CH, FHRC; John Catau, Office of the Provost; Rob Hornberger, Registrar; Rebecca Woodard, HPER; Mark Hobbs, SGA; Frank Einhellig, Provost.

APPROVAL OF MINUTES

The September 2011 minutes were approved as distributed.

ANNOUNCEMENTS

- Comprehensive review of general education program is in progress. Senators and their constituents should keep abreast of the materials provided by the Task Force and voice opinions to Task Force or CGEIP members to facilitate efficient discussions as information comes to the Senate.
- The Handbook currently does not allow for bypassing the merit-pay system, even during lean years. Today's meeting addresses this issue.
- New travel policy was released. Please be aware of differences and share with faculty.

REPORT FROM FACULTY HANDBOOK REVISION COMMITTEE—DR. RICH BIAGONI

Dr. Rich Biagioni, Faculty Handbook Revision Committee Chair, presented the Committee's changes to the Handbook as listed below and answered questions from the Senate.

Senator Satzinger moved to adopt the FHRC's report and upon Board of Governor's approval, the changes should go into effect immediately.

The report stated that the FHRC recommends the following changes to Section 5.2 Salary Procedures and Section 5.11 Off-Campus Teaching.

Current Handbook language with changes:

5.2. Salary Procedures

Full-time faculty (including nonvisiting faculty) and staff will be eligible for annual salary increments derived from the above pool, allocated by the cost center head on the basis of individual performance and considerations of internal and external equity. **Performance-based salary adjustments shall be based on annual reviews as described in Section 4.6.4. However, this component of salary increases will be suspended when the size of the raise pool is not greater than 2% of the salary base. When the pool is at or below 2%, across-the-board raises will be given. Policy and procedural details for across-the-board raises will be based on recommendations from the Executive Budget Committee to the President and will be posted by the Office of the Provost.**

Procedures for required performance evaluations as one basis for the determination of salary increments shall be conducted at the department level by a departmental personnel committee. Each faculty member will be assigned performance ratings on a numerical scale from 1-5 for teaching, research, and service. A composite rating will then be established for each faculty member by the Department Head utilizing performance ratings and weights that have been determined by department procedures consistent with parameters established by colleges and universities for teaching, research, and service. Composite ratings will be reviewed and approved by the college Dean.

Each cost center shall use a compensation matrix approved by the Provost, Vice President or Chancellor to guide its allocation of individual raises. All compensation matrices shall be subject to the advice and monitoring of a Compensation Committee, appointed by the President, who shall seek recommendations from the Faculty Senate Executive Committee regarding its composition. After seeking formal input from the Faculty Senate, the Compensation Committee shall make periodic recommendations to the President for necessary adjustments to the compensation plan.

The Senate discussed the revisions in Section 5.2 extensively.

Senator Satzinger proposed an amendment to add (in red): “When the pool is at or below 2%, across-the-board raises will be given **on a percentage basis.**”

Senator Shah moved to strike “Policy and” to the sentence and begin with Procedural: ~~Policy and~~ **Procedural details for across-the-board raises will be based on recommendations from the Executive Budget Committee to the President and will be posted by the Office of the Provost.**

Senator Satzinger moved to call the question on Senator Shah’s amendment. **Motion passed.**
Motion to amend failed after a hand count vote.

The Senate continued to discuss the amendment: When the pool is at or below 2%, across-the-board raises will be given **on a percentage basis.**

Senator Cornelius-White (substituting for Senator Ajuwon) called the question to amend. **Motion passed.**
Motion to amend failed.

Senator Richter moved to amend by adding the words (in red): “when the size of the raise pool **at any given time**”
Discussion.
Motion to amend failed.

Senator Weaver moved to strike the word “annual” to read: Full-time faculty (including nonvisiting faculty) and staff will be eligible for ~~annual~~ salary increments derived from the above pool, allocated by the cost center head on the basis of individual performance and considerations of internal and external equity.

Discussion.

Senator Calihman called the question. **Motion passed.**
Motion to amend passed.

Senator Satzinger moved to amend by adding **including to part-time and per course faculty** to read: **When the pool is at or below 2%, across-the-board raises will be given, including to part-time and per course faculty .** Discussion.

Calihman called the question. **Motion passed.**
Motion to amend failed.

Senator Satzinger proposed an amendment to delete ~~and staff~~ to read: Full-time faculty (including nonvisiting faculty) ~~and staff~~ will be eligible for annual salary increments derived from the above pool, allocated by the cost center head on the basis of individual performance and considerations of internal and external equity.

Motion to amend failed.

Senator Simmers moved to call the question. **Motion passed.**

Section 5.2 now reads as follows:

Revised Handbook language:

5.2. Salary Procedures

Full-time faculty (including nonvisiting faculty) and staff will be eligible for salary increments derived from the above pool, allocated by the cost center head on the basis of individual performance and considerations of internal and external equity. Performance-based salary adjustments shall be based on annual reviews as described in Section 4.6.4. However, this component of salary increases will be suspended when the size of the raise pool is not greater than 2% of the salary base. When the pool is at or below 2%, across-the-board raises will be given. Policy and procedural details for across-the-board raises will be based on recommendations from the Executive Budget Committee to the President and will be posted by the Office of the Provost.

Procedures for required performance evaluations as one basis for the determination of salary increments shall be conducted at the department level by a departmental personnel committee. Each faculty member will be assigned performance ratings on a numerical scale from 1-5 for teaching, research, and service. A composite rating will then be established for each faculty member by the Department Head utilizing performance ratings and weights that have been determined by department procedures consistent with parameters established by colleges and universities for teaching, research, and service. Composite ratings will be reviewed and approved by the college Dean.

Each cost center shall use a compensation matrix approved by the Provost, Vice President or Chancellor to guide its allocation of individual raises. All compensation matrices shall be subject to the advice and monitoring of a Compensation Committee, appointed by the President, who shall seek recommendations from the Faculty Senate Executive Committee regarding its composition. After seeking formal input from the Faculty Senate, the Compensation Committee shall make periodic recommendations to the President for necessary adjustments to the compensation plan.

Motion to adopt the revised and amended language in Section 5.2 passed.

Dr. Biagoni presented the second change to the Faculty Handbook.

Current Handbook language with revisions:

5.11. Off-Campus Teaching

Faculty members may be asked to teach courses at off-campus locations as part of regular teaching loads. Expenses of meals and travel, **when recognized as excludable by the Internal Revenue Service**, will be reimbursed to individuals assigned, and en route compensation will be paid at currently approved rates, which are based on distance and/or driving time from Missouri State University. **For specific details, see the University Travel Policy document.** Assignments may be made on an overload basis for supplemental compensation.

Senator Richter moved to adopt these changes.

The motion to adopt the revised language in Section 5.11 passed.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Senator Cornelius-White moved a resolution to the floor: Be it resolved that the FSEC will discuss with the President the potential to increase the minimum salary of per course instruction.

Senator Kane moved to add the language: **and mechanisms for cost of living adjustments** to the end of the sentence to read: Be it resolved that the FSEC will discuss with the President the potential to increase the minimum salary of per course instruction and mechanisms for cost of living adjustments.

Senator Richter called the question. **Motion passed.**

Motion passed.

Senator Satzinger moved to add the word (in red) “and **create** mechanisms.” **Motion passed.**

Senator Richter moved to strike the word “minimum.” **Motion passed.**

Senator Calihman moved to call the question. **Motion passed.**

The final resolution: Be it resolved that the FSEC will discuss with the President the potential to increase the salary of per course instruction and create mechanisms for cost of living adjustments.

Resolution passed as amended.

SR 9-11/12

ADJOURNMENT

The meeting was adjourned at 4:56 p.m. The next regularly scheduled meeting of the Faculty Senate will be on Thursday, October 20, at 3:30 p.m. in PSU 313.

Cindy Hail
Secretary of the Faculty

Senate Resolution on Salary Increase for Per Course Instruction

Be it resolved, that the FSEC will discuss with the President the potential to increase the salary of per course instruction and create mechanisms for cost of living adjustments.