

# Faculty Handbook Committee Minutes

26 September 2018

Conference Room, 5<sup>th</sup> Floor, International Building

Chairing: David Holt

Meeting Start 1 PM

Meeting End 2:10 PM

## Agenda

1. Continued Procedural Abeyance for language and meeting times
2. Approval of Agenda
3. Approval of Minutes (already approved in August via email)
4. Seating of New Members
  - a. John Meyer (term 2018-2019)
  - b. Ward Sayre (term 2018-2019)
5. Election of Chair (annual requirement)
  - a. David Holt Nominated and Elected (term 2018-2019)
6. Charge of FHC for the year (from President and Provost)
  - a. Work on bylaws during first quarter
  - b. Receive updated complete FHB draft from the reorganization implementation committee (RIC) (second quarter) – ASEC to RSIC to FHC
    - i. RIC will complete an overhaul of the handbook, remove anything that should be just in the employee handbook (EH), link to EH
    - ii. RIC will deliver the new handbook to provost who will meet with president and counsel to verify no issues with IHL or State Employment Laws – not a focus on editing or changes
    - iii. RIC will deliver New FHB to FHC for formal review
      1. We may edit
      2. We may define concerns
      3. We may return edits and concerns to provost to relay back to RIC
      4. This process will continue until FHC is satisfied
    - iv. FHC will vote on new FHB through standard approval process
  - c. Roll out new FHB for Summer of 2019
  - d. Start amendment process as usual moving forward
7. Discussion concerning Bylaws
  - a. Be prepared by next month to deal with proposed bylaws changes
  - b. How amendments to handbook will proceed
    - i. Current Bylaws
    - ii. May 28, 2013 document
    - iii. Appended suggestion (Reviewing for next meeting)
      1. Idea vetted with FHC, Office of Provost, HR, and Counsel
      2. Need to review the process and add it into the bylaws
  - c. Add in bylaws what to do if the chair vacates?
    - i. Will Add
  - d. Add in bylaws a secretary?
    - i. Decided that having someone take minutes makes sense

- e. Remove “clerical help”?
  - i. We need clerical help, but can change it to mean staff support
  - ii. Good to identify who will receive notes/ web materials
- f. Update bylaws to include Council of Directors
  - i. Passed email vote in August and need to be added to the new bylaws
- g. Update bylaws concerning composition of the committee (space holder?)
  - i. Probably need a space holder until we hear the recommendation for new composition
- h. Add responsibility to manage and check URL in FHB annually?
  - i. Could be the staff support job
  - ii. Could keep a list of URLs in the new handbook as an appendix
  - iii. Need to verify all Employee Handbook links annually
- i. Generally, review the bylaws and suggest changes
  - i. Committee will continue to look over the bylaws
- j. Add that new handbook and changes go into effect BEFORE next contract date
- 8. Updates concerning the implementation committees
  - a. No comments from the committee
- 9. Charges:
  - a. Draft new additions to the bylaws and create a share point/OneDrive with the group
  - b. Keep meeting time on Wednesday at 1 for October

#### Roll Call

##### Group One (August 2016 – August 2019)

Present : Voting Ex-officio – Assistant or Associate Provost – Doug Masterson (2017-2019)

Present : Non-Member of Faculty Senate (FS Appointed) – John Meyer (2018-2019)

Absent (Class conflict): Member of Faculty (President Appointed) – Jonathan Barron (2018-2019)

Present : Voting Elected member from Council of Directors – Ward Sayre (2018-2019)

Present : Member of Faculty at Large (FS Appointed) – David Cochran (2018-2019)

##### Group Two (August 2017- August 2020)

Absent (Job Conflict): Voting Ex-officio – Assistant or Associate VP for Research – Sam Bruton (2013) (2017-2020)

Present : Member of Faculty Senate (FS Appointed) – Sharon Rouse (2017-2020)

Lachel Story PROXY : Voting Elected member from Dean – Dean Faye Gilbert (2017-2020)

Present : Member of Gulf Coast Faculty (FS Appointed) – David Holt (2017-2020)

Present : Non-voting Ex-officio General Counsel: Subrina Cooper (2010) (2017-2020)

Gallery: Mac Alford, Jeremy Scott, and Lillian Hill

FHC bylaws for adopting changes to faculty handbook:

- 1) **Proposal introduced** from a member of FHC who represents the group originating the language
- 2) **First Vote (Plurality)**
  - a) **Vote Fails**
    - i) Policy rejected (Step 3)
  - b) **Vote Passes** plurality vote
    - i) Initial counsel review
    - ii) Employee handbook review through HR
    - iii) Senate and constituent review/ comment
    - iv) If significant change or issue discovered with the policy after review, it returns to first vote (step 2), else it advances to 2<sup>nd</sup> vote (step 4).
- 3) **Policy Rejected – returned to author/ group that brought the language forward? With Explanation? (Decided that it may be messy to have a formal response)**
- 4) **Second vote (Plurality)**
  - a) **Vote Fails**
    - i) Returns to first vote (Step 2)
  - b) **Vote Passes** Plurality
    - i) Final counsel review
    - ii) Advances to step 5
- 5) **FHC Chair with Provost review**
  - a) **Provost rejects** (moves back to first vote – Step 2)
    - i) If policy survives a revote process, policy is moved forward with note of provost disapproval
  - b) **Provost accepts** (advances to Step 6)
- 6) **FHC and Provost bring proposal(s) to Office of the President**
  - a) **President Rejects**
    - i) Policy change fails (Step 3)
  - b) **President Accepts with modification**
    - i) Can modify and send back to step 2
    - ii) Can modify and send to step 7
  - c) **President Accepts as written**
    - i) Can accept as written (advances to step 6)
- 7) **New language added to the FHB** and enforced the following academic year, updated before Contract Date Starts (moves to Step 8)
- 8) **New faculty handbook updated Provost's webpage** on the date of enforcement with a note of changes in an appendix (separate document?) (provided by the FHC)