

Minutes
Council of Department Heads
Monthly Meeting
February 25, 2014 at 4:00pm
Auxiliary Services Conference Room

Present

Members:

Mike Griffin (Kin. & PhysEd.), Darrell Ross (SA & CJ, Chair), Michael Schmidt (Art), Mizanur Miah (Social Work), Barbie Radcliffe (Middle, Sec., Reading, and Deaf Ed.), Attila Cseh (MKTG/ECON), Jim Peterson (Poli Sci), Kate Warner (MFT), Reynaldo Martinez (ACED), Greg Harrell (Math/CS, Secretary), Ed Chatelain (Physics), Paul Riggs (History), Ray Young (Comm. Arts), Tracy Woodard-Myers (Women's & Gender Studies), Mark Smith (English), Doug Farwell (Music), Bob Gannon (Biology), Viki Soady (MCL), Corine Myers-Jennings (CSD)

Guests:

President McKinney, Provost David Danahar, Sheri Gravett (Academic Affairs), Michael Black (Academic Affairs), Denise Bogart (Human Resources), Sherri Adams (Human Resources), Keisha Roberts (IT / DataWarehouse), Brian Haugabrook (IT)

I. Welcome and Approval of January minutes

The January 28, 2014 meeting minutes were approved.

II. Open forum with President McKinney

President McKinney discussed the following:

- A) The January inclement weather delayed the VSU budget hearing at the USG to March 5th. The second storm cancelled the February BOR meeting.
- B) We will have a policy which allows students to participate early in the graduation ceremony ("Request to Participate in an Alternate Graduation Ceremony" form provided in the meeting).
- C) We will have a 0.75% merit pay from the state plus 2.25% from VSU, which gives a 3.00% merit increase overall.

Questions:

- A) Q: Will FTT's be included in the merit pay increase?
A: Yes.

B) Q: When will the merit pay recommendations be due?

A: March 31

C) Q: Will the merit increase be over the past year, 2013, or will it go back to the past merit pay increase?

A: We need to recognize faculty's hard work and take past years into account.

D) Q: Are there any thresholds, such as 4.5% that you will provide that require a letter to justify a higher raise?

A: I'm not going to provide that. I will check with the USG to see what their requirements are.

E) Q: Can we give 0% for unsatisfactory work?

A: Yes, unsatisfactory work is not meritorious. Whatever you do, you need to be able to justify it.

III. Open forum with Interim Provost Danahar

Provost Danahar discussed the following:

A) Read carefully what the President sent out on Friday. He said that you need to be able to justify every decision, not just the ones below or above. Shoot for March 31st, but there may be situations where you cannot meet March 31. It's been six years since the last merit pay, so we need to look at that. I don't yet know what instructions will emerge.

Questions:

A) Q: What time frame should we look at? Starting Jan. 1, 2008? 2009?

A: I don't know right now. I will get have to get back to you on this.

B) Q: Will there be a college or university standard for determining the merit pay increases?

A: No. I trust you have this at the department level.

C) Q: When will we receive a departmental amount?

A: Brian Haugabrook. We [IT] will do 3% of your overall salary budget. You will plug in the amounts.

D) Q: What about the staff, are they included in the pool? Is the department head salary included in the department salaries as in the past?

A: We will have to find out more about how to deal with that. I would rather have the staff in a separate pool.

Dr. Bogart: I will check into that. If we are not given directions from the BOR, it will probably be easy to separate out the staff from the faculty budgets if it is allowed. Perhaps the secretaries could be looked at from the College level.

E) Q: Do we know anything yet about summer funding?

A: That will be coming out soon.

IV. Behavioral Intervention Team (BIT) program, People Admin & student employment updates

Drs. Gravett & Bogart discussed the following:

A) Dr. Gravett: Shared the “Request to Participate in an Alternate Graduation Ceremony” form.

B) Dr. Bogart: Behavioral Intervention Team (BIT). The BIT helps investigate individuals and situations that could be potential threats to the safety/security of the VSU community. The BIT web page is currently under the University Police web site. If the issue is with a student, then either the Student Conduct Incident Report (SCIR) or the BIT can be used. The BIT can be used for any threatening issue, while the SCIR is limited to students. If someone is physically threatening you, call the police. The BIT is for areas of gray.

C) Sherri Adams: PeopleAdmin postings are used for student and staff postings too. It is very important to post the positions in PeopleAdmin, including for student positions. We need student hires to be verified before they start working in order to be in compliance with federal rules. Student employees need to be viewed as regular employees.

V. FARs—open discussion (Faculty senate is discussing from last meeting)

A) The Faculty Senate decided to keep the current categories for annual faculty evaluations as they are (satisfactory, unsatisfactory).

B) Motion made by Dr. Martinez and seconded by Dr. Soady to keep the FAR as it currently is. The ayes carried with 3 nays and 1 abstention.

VI. Merit Raises—open discussion (Faculty senate is discussing)

See President McKinney's and Provost Danahar's discussion.

VII. Other business/Announcements

A) Dr. Gravett: Administrative Leadership (handout shared) is now part of the department head's activities for the upcoming year.

B) Dr. Ross: the Provost search continues this Thursday. It includes a 10:00am meeting with department heads and a 2:00pm general meeting.

C) Brian Haugabrook: We put out an enrollment book for each department. This draft has your enrollment for the past three falls and past three springs. If you see numbers that are wrong, we can validate them. You don't have to go to the Registrar's office. We will work with the Registrar. You and your secretaries will have direct access to it. [Brian provided each department head with his/her draft enrollment book]

Q: What about double majors?

A: Depending on the definition that you are using, the count may be different. We report how the count is done.

Q: What about minors?

A: Minors are included in the report.

D) Dr. Woodard-Myers: The Faculty Senate is looking at future academic scheduling. [Dr. Woodard-Myers provided the results of a final exam schedule survey of faculty, students, staff, administration]

VIII. Adjourned at 5:30pm

IX. Next scheduled meeting: March 25, 2014 @ 4:00 pm

Respectfully submitted,
Greg Harrell
3-18-14