



**Faculty Senate  
Minutes of the Executive Committee**

**Presiding:** Jeffrey G. Marchetta

**Date:** July 14, 2020

**Secretary:** R. Jeffrey Thieme (Secretary)

**Members Present:** Jeffrey G. Marchetta (President), Jill A. Dapremont (President-Elect), Thomas E. Banning (Past-President), R. Jeffrey Thieme (Secretary), Mark Sunderman (Parliamentarian), W. Pat Travis (At-Large), and Leigh Falls Holman (At-Large)

**Members Absent:** None

**Guests:** Faculty Trustee David Kemme

The meeting was held on Tuesday, July 14, 2020 via the Zoom video conferencing platform due to restrictions imposed in response to the COVID-19 global pandemic.

**07.14.20.01 Call to Order**

President Jeff Marchetta called the virtual meeting of the Executive Committee (EC) to order with a quorum at 2:40pm.

**07.14.20.02 Approval of Agenda**

The agenda was approved as written with the addition of RE 7006 Faculty Incentive Compensation in New Business.

President-Elect Jill Dapremont asked about the timing and date of the committee meeting for the ad-hoc Anti-Racism Committee she chairs. President Marchetta suggested to use the standing committee date and time.

**07.14.20.03 Approval of Minutes**

The minutes of the June 16, 2020 EC meeting were approved as written.

**07.14.20.04 President's Report**

*President's Council Update*

President Marchetta reported that previous guidance from Human Resources (HR) on American Disabilities Act (ADA) included incomplete/inaccurate forms that didn't address COVID-19 issues. Accurate information should be released later today. Parliamentarian Mark Sunderman

commented that this isn't our first issue with HR. He referenced the recent communication on employee buyouts. He asked, What can be done to make sure the HR department doesn't continually create more messes? Who is overseeing HR? President Marchetta answered that he expressed this with University of Memphis President M. David Rudd last year. HR works under the Chief Financial Officer, Raaj Kurapati. He agrees with the problem and has brought up communication issues from HR with Provost Tom Nenon and President Rudd. He'll continue to point out instances of poor communication from HR. He suggested for others to reach out to Raaj with any issues.

President Marchetta reported that the decision and guidance related to facilities and a return to campus in a hybrid way will be released on Thursday. Masks, HVAC, and other issues will be included.

President Marchetta reported that Ecourseware will open to students on August 3. President-Elect Dapremont requested that President Marchetta push administration to assign courses to faculty as soon as possible. Parliamentarian Sunderman asked about faculty who don't know which classroom they will teach in as well as student restrictions. President Marchetta responded that those details should be known by next week.

#### *Budget Reductions Update*

President Marchetta reported that during the deans meeting, Provost Nenon is communicating expectations for budget reductions across all administrative units. He is asking them to reduce by 4%. Colleges being asked to reduce base budgets by 3.5%. The task force will look at where additional cuts could be made. There may be cuts in some tenure track lines, targeting open positions. Those positions would not necessarily be recovered in the near future. Senator Pat Travis asked about underperforming units. President Marchetta responded that those might be targeted for larger cuts. President Marchetta reported that proposals for cuts are due from deans by August 3. President-Elect Dapremont asked whether there could be additional cuts based on enrollments. President Marchetta responded that those cuts could go deeper if current forecasts are higher than actual enrollment.

President Marchetta asked Faculty Trustee David Kemme whether or not President Rudd mentioned athletics budget cuts. Trustee Kemme replied that he seemed to remember it was 12%. He added that it depends on which games will be cancelled, especially out of conference games. Trustee Kemme added that he will ask the Provost to specify certain levels of cuts in administrative budgets.

President Marchetta reported that the University subsidizes athletics by about \$9.5M from the Educational & General (E&G) budget and will probably have to increase that by \$6M this year.

#### *Senate Office Move*

President Marchetta reported that much of the Senate office has been moved to the new room on the third floor of the administration building (382). The office has new carpet after receiving Presidential approval. Currently, the walls are being painted. New computers for are expected

for the administrative assistant and graduate assistant. Much of the historical paperwork has been scanned and paper copies reduced.

#### **07.14.20.05 Old Business**

##### *Develop Committee Charges for Fall*

President Marchetta incorporated feedback from EC members into the Faculty Senate Charge Log. He led a discussion on reporting dates for each charge. See Appendix A: Faculty Senate Charge Log AY2020-2021 for details.

##### *Discuss Reschedule dates for New Faculty Senator Orientation*

President Marchetta asked Parliamentarian Sunderman and Administrative Assistant Kim Marks about dates for new Senator orientation. Parliamentarian Sunderman suggested the afternoon of August 13. President Marchetta reported that the President's faculty meeting is August 13 at 2:00pm. Parliamentarian Sunderman suggested to hold the orientation sessions the morning and afternoon on August 14 (10:00am and 2:00pm).

#### **07.14.20.06 New Business**

##### *RE 7006 Faculty Incentive Compensation*

President Marchetta reported that this policy deals with faculty who do course buyouts for academic release. The current policy asks faculty to negotiate with their department chair. The new policy states that 50% of academic release time from grants would go to faculty member.

#### **07.14.20.07 Discussion Issues**

##### *Summer Dean's Meetings*

President Marchetta reported that University President Rudd set the date for the Q&A with faculty and will get back to us on it. He expects it to happen on 7/30. Parliamentarian Sunderman requested that President Marchetta request that President Rudd hold his Q&A earlier than 7/30. President Marchetta responded that he consistently requests earlier release of information.

##### *Format Changes to Full Senate Meetings*

President Marchetta asked the EC whether or not all Senate meetings should be via Zoom. The EC agreed that Zoom meetings would be best, given the conditions related to COVID-19. He also wants to revisit rules for Faculty Senate (FS) meetings in the next EC meeting. He asked if EC members wanted to be part of meetings with committee chairs on charges. The EC agreed to participate in those meetings. President Marchetta will send invitations to all EC members and they can attend when practical.

#### **07.14.20.08 Adjourn**

The meeting adjourned at 4:28pm.

**Appendix A: Faculty Senate Charge Log AY2020-2021**

**Faculty Senate Charge Log AY2020-21**

<b>Type</b>	<b>Date</b>	<b>Reporting Date</b>	<b>Charge</b>	<b>Committee Assigned</b>	<b>Status</b>
One-time	8/25/2020	Nov & April	Edit Faculty Handbook for all Sections of Chapter 4 as appropriate with emphasis on detailing and modernize Post-Tenure Review Section 4.2	Faculty Policies	In progress
One-time	8/25/2020	Nov	Revise Section 2.4 on Department Chairs to strengthen emphasis on internal hires & selection by department faculty first with approval of Dean.	Faculty Policies	New
One-time	9/6/2019	Jan	Edit Faculty Handbook Chapter 1 with emphasis on addition of Faculty Code of Conduct and statements on Shared Government.	Faculty Policies	In progress
One-time	8/25/2020	Oct	Determine Process for Senate Selection of Faculty Hearing Officers for Title IX Panel for OIR	Administrative Policies	New
One-time	8/25/2020	Jan	Revise Univ. Policy on Search Committees to strengthen shared governance. Clearly define role between Search Committee and Hiring mgr. (for faculty typically Dept Chair or Dean).	Administrative Policies	New
One-time	8/25/2020	Nov	Add new non-retroactive Univ. of Memphis policy clarifying step down salary adjustment for administrators stepping down from admin duties.	Administrative Policies	New
One-time	10/18/2019	Oct	Investigate faculty safety issues on campus related to student threats and report to the Faculty Senate Executive Committee before its February 14, 2020 meeting with any recommendations for improvements/updates/additions to current University Policy. The Committee is to include, but not limit, their investigation on the following issues raised by Senator Holman	Administrative Policies (Tom Banning will close)	In progress
Standing	8/25/2020	Nov & March	Review annual University Budget Proposals with Univ. Executive VP	Business & Finance	Continuing

			of Business and Finance and make recommendations as needed.		
One-time	8/25/2020	Nov & March	Work with Administration to quantify and carefully assess low producing programs for potential permanent budget reductions beginning FY22. Consider student success, student retention, research productivity, and the broader impacts of budget reductions to the unit or the university.	Business & Finance	New
One-time	8/25/2020	Nov & March	Review unit budget proposals for potential permanent budget reductions beginning FY22. Look for Administrator and Staff efficiencies at unit levels. Student success, student retention, and research productivity should be considered.	Business & Finance	New
Standing	8/25/2020	Oct	Review previous year's faculty senate compensation motion and retain/revise	Business & Finance	Continuing
Standing	9/6/2019	Report monthly as needed but at least twice a year	Report monthly to the Executive Committee on relevant ITS activities and report to the Faculty Senate as needed.	Academic Support	Continuing
Standing	8/25/2020	February	Meet with the Provost and Dean/Director at least once each term to review of policies, procedures, and practices associated with the libraries. Include review of support personnel, facilities, acquisitions, and related activities along with the allocation of fiscal resources.	Library Policies	Continuing
Standing	8/25/2020	Report monthly as needed but at least twice a year	Coordinate with Faculty Senate representatives on the Undergraduate and Graduate Councils and report to the Faculty Senate on major programmatic, curricular changes, academic advising, and admissions policy changes that may require broader Senate input.	Academic Polices	Continuing

One-time	8/25/2020	Nov (Interim) & March	Review current instrument for student evaluation of teaching (SETE). Provide recommendations to the Senate for improving and/or replacing the current instrument.	Academic Polices	New
One-time	8/25/202	Nov	Review the Student Code Conduct with the Dean of Students	Academic Polices	New
Standing	8/25/2020	Report monthly as needed but at least twice a year	Meet with VP for Research and Innovation at least twice each term to review faculty research opportunities, the award and administration of University supported grants, administration and support of grant and contract research, important changes in research policies, computer applications and utilization, and allocation and use of over-head funds	Research Policies	Continuing
One-Time	8/25/2020	September	Review changes to Policy HR5011, consult with PRB, Legal Council, and send recommendations to Faculty Senate for approval	Research Policies	New
One-Time	8/25/2020	September	Review changes to Policy RE7003, consult with PRB, Legal Council, and send recommendations to Faculty Senate for approval.	Research Policies	New
One-Time	8/25/2020	September	Review changes to Policy RE7006, consult with PRB, Legal Council, and send recommendations to Faculty Senate for approval.	Research Policies	New
One-time	8/25/2020	January	Explore issues of systemic racism affecting faculty members. Develop recommendations to the administration for institutional changes.	SC on Anti-Racism	New