

**MSU Faculty Senate
October 2021 Minutes**

The 2021-2022 MSU Faculty Senate met at 3:00 PM on October 14, 2021 via Zoom.

Senators present:

Andrea Bennett, Charles Bultena, David Carlston, Sarah Cobb, Eduardo Colmenares-Diaz, Mary Draper, Catherine Gaharan, Leah Gose, Tina Johnson, Erica Judie, Tammy Kurszewski, Marcos Lopez, Christina McIntyre, Kelly Medellin, Karen Moriarty, Michael Olson, Kimberly Onstott, Morgan Page, Jon Price, John Schulze, Beverly Stiles, Chris Vivio, Rebecca Young, Tiffany Ziegler

Guests:

Guests: AJ Lopez, Sierra Trenhaile, Jim Hall, Angie Reay, Julie Gaynor, Ruben Gonzalez

Call to order: 3:00 PM

Housekeeping:

Approval of Agenda

- Dr. Karen Moriarty recommended that the policy reviews and approval items on the agenda be moved to the beginning of the meeting to accommodate our guests. There were no objections.

Approval of Minutes from August and September 2021 meetings

- Dr. Tina Johnson made a motion to approve the August minutes and Dr. Sarah Cobb seconded; motion passed.
- Dr. Tina Johnson made a motion to approve the September minutes and Dr. Tiffany Ziegler seconded; motion passed.

New Business

Policy Reviews and Approval

- **OP 2.42 Social Media Policy (new):** Julie Gaynor
Julie thanked Bradley Wilson for his consultation in creating the Social Media Policy. The policy is made to ensure our social media policies are in compliance with university policies like FERPA and HIPAA. Regarding employee use policy when representing the university on social media, employees must adhere to university social media policy. Department social media sites must be officially registered with the university. Regarding copyright, photos for university social media need releases unless they are from public events. You can get a release form from Julie Gaynor's office. If you are promoting a program, you need permission from the person or people in the photograph to use their image. You should also have a signed release form to post student artwork. You may have all students sign a general release form at the beginning of the semester for artwork, but for images of individuals, use a release form for that specific image.

Dave Carlston questioned the "sanctions" within the management of social media sites or presence. He suggested ways for making the sanctions more clear and less punitive.

- **OP 26.01 Communications and News Media Policies and Procedures (new):** Julie Gaynor
Department paid advertising must be approved by the Office of Marketing and Public Information. Press releases must conform to AP standards and should be approved by Julie Gaynor's office. As you respond to media inquiries, let Julie Gaynor's office know if you're serving as an expert in your field and what the press (news/magazine) is. Julie used a component system of TTU policies regarding media to revise MSU Texas policies.
- **OP 44.01 Website Operations (revised):** Julie Gaynor
Robin Reid is the new Multimedia Specialist working with Ken Daugherty, who heads the MSU Texas web team. Julie stated that the title "webmaster" has changed to "web content editor." The last revision to this policy was in 2002.
- **OP 44.11 Information Resources Use and Security Policy (revised):** Jim Hall
Jim explained that revisions to this policy are the result of an internal audit and includes some minor changes. IT staff have additional security training that in addition to the "all campus user" training.
- **Information Security Handbook (incorporates revisions for OP 44.11):** Jim Hall
Some policies have been moved around and Jim's position was clarified for the revised handbook. Sections on encryption, auditing, and log on banners have been added to the revised handbook.
- **OP 62.04 Youth Protection Program (combined 4.129 and 4.169, no changes):** Angie Reay
The policies that were combined were already approved and just merged into one new document.
- **Youth Protection Guidebook (incorporates revisions for OP 62.04):** Angie Reay
The Youth Protection Guidebook has been turned into a policy format.
- **OP 52.01 Personnel Records**
Revisions to the Personnel Records Policy were done to better align with the TTU system and to conform to Texas government code, per a recent audit. There is now a clarification on I-9s that says they must be completed on the first day of employment. Verification of employment records must go through the Office of Human Resources.
- **OP 52.85 Non-Academic Employee Office Hours:** Dawn Fisher
This policy was revised as a result of employees working from home due to the pandemic. Non-academic employees are expected to work 40-hours per week and place of work is on campus. Supervisors cannot approve work-from-home provisions and accurate time-keeping is mandatory.
- **OP 52.86 Attendance – Staff Absenteeism and Tardiness:** Dawn Fisher
Disciplinary actions have been added to the attendance policy. Supervisors must monitor and discuss tardiness issues.

Current Business:**1. Update on Covid: Dr. Moriarty**

Test positivity rate is still above 10%; currently 12% in WF; we were at about 30% three weeks ago. The number of hospitalizations has also decreased.

2. Values Summit: Dr. Moriarty, Dr. Lopez, Dr. Ziegler, other Senators

A two day summit occurred on campus recently and 109 faculty and staff attended. The goal of the summit was to identify and define the values currently held at MSU. Diversity kept coming up in all groups. The values identified were “people-centered, integrity, visionary, community, and connections.” Some town hall meetings will be coming up to promote and better define these values.

3. Faculty Focus Survey: Dr. Lopez and Prof. Page

Highlights of the Faculty Focus Survey reveal that faculty senate would like further discussion of lecturer positions, salaries commensurate with rises in cost of living expenses, and administrative bloat.

4. Enrollment Task Force: Dr. Moriarty

A new Enrollment Task Force was formed to address decreased enrollment. The group met and are currently exploring ways to positively impact enrollment with a quick turnaround (affecting Fall 2022).

5. Piper Nominee Selection: Dr. Moriarty

The Faculty Senate selected Dittika Gupta as the nominee for the Piper Award for MSU 2022. Dr. Chuck Bultena suggested a revised timeline for selection of the nominee due to the required paperwork the applicant must submit.

Unfinished Business:**1. Workload Task Force/Policy: Dr. Moriarty**

Faculty senate members who were on the committee contributed to a discussion of the Workload Task Force previous meetings. It was understood that faculty could ask for anything as long as it isn't going to cost money. A positive result of the Work Load Task Force Committee was the revised office hours policy, but faculty were disappointed that it took two years for that policy to be revised and approved. Faculty asked to have control over how each area of faculty responsibility (teaching, scholarship, service) was weighted for their annual performance reviews. Dr. Moriarty said she'd send out a copy of the Evergreen report before the next Faculty Senate meeting for senators to review.

2. Faculty Ombudsperson: Dr. Moriarty

At this time, there doesn't seem to be a strong interest in this position or moving it forward. The discussion will be tabled for now.

3. Human Resources/Fringe Benefits Issue: Dr. Moriarty

Dr. Lei brought up an issue over this past summer when he was a senator. The issue was concerning the way health insurance is paid during the summer months for faculty on a 9-month

contract who choose a 9-month pay out. The issue was referred to Human Resources and Dr. Stambaugh for resolution.

New Business: Dr. Moriarty

There was a discussion of the dissemination of university operating policies. Dr. Moriarty mentioned that policies should be sent out for campus review and not just faculty senate. She will meet with Dr. Johnston to further discuss the policy approval process.

Committee and Other Reports:

1. Administrative Council: Dr. Moriarty – No report
2. Academic Council: Dr. Lopez – No report
3. Budget Oversight Committee: Dr. Ziegler – No report
4. Leadership Advisory Council: Dr. Moriarty – No report
5. Treasurer’s Report: Dr. Tiffany Ziegler – No report
6. Faculty Senate Bylaws Revisions – Ad Hoc Committee: Dr. Moriarty, Dr. Lopez, Prof. Page, Dr. Ziegler, Dr. Judie, Dr. Onstott, Dr. Bennett, Dr. Kurszewski

The committee met and has corresponded regarding the Faculty Senate bylaws revision. Some parts of the Constitution have been repositioned into bylaws; the Constitution will remain a policy and the bylaws will move solely to the prevue of the Senate. The Senators were sent a draft version of the two documents. We will not be voting on the revisions today but we are looking for feedback. The bylaws should be sent out to colleagues that are not on senate and feedback brought to our next Faculty Senate meeting..

7. Other committee reports? None were brought forward.

Meeting adjourned at 5:05pm. Marcos Lopez made a motion to adjourn and Bev Stiles seconded.

The motion to adjourn passed unanimously.

Submitted,
Morgan Page,
Faculty Senate Secretary

Karen Moriarty,
Faculty Senate Chair

Next Meetings:

The next **Executive Committee meeting** will be at 3:00 PM on Thursday, November 4 via Zoom.

The next **Faculty Senate meeting** will be at 3:00 PM on Thursday, November 11 via Zoom.