

Faculty Senate

Northern Kentucky University Highland Heights, Kentucky 41076

FACULTY SENATE MEETING
February 25, 1991
U. C. Ballroom - 3:00 PM

AGENDA

- I. Call to Order
- II. Approval of Minutes of January 28, 1991 meeting
- III. Additions to and/or deletions from agenda
- IV. Senate President's Report - Jim Thomas
- V. Committee Reports
 - A. Elections - Kamilla Mazanec (20 minutes)
 - 1. Procedures for Regent Election - Voting Item
 - B. Budget & Commonwealth Affairs - Ljubomir Nacev (20 minutes)
 - 1. Resolution concerning 1991-92 budget - Possible Voting Item (Will be distributed later)
 - B. Curriculum Committee - Phil McCartney (20 minutes)
 - 1. General Studies approval for JUS 101 - Voting Item
 - C. Faculty Benefits - Gary Scott (5 minutes)
 - D. Professional Concerns - Ray McNeil (10 minutes)
- VI. Old Business
- VII. New Business
- VIII. Adjournment

JT/pg

Faculty Senate

Northern Kentucky University **Highland Heights, Kentucky 41076**

Minutes of the February 25, 1991 meeting of the Faculty Senate

MEMBERS PRESENT: Diana Belland, Lawrence Borne, Carol Bredemeyer, Y. Datta, Frank Dietrich, Sudesh Duggal, J. Ellen Lytle, Nancy Firak, Randy Holt, Mike King, Vinay Kumar, Nan Littleton, Phil McCartney, Ray McNeil, Nancy Hinzman, Bob Mullen, Margaret Myers, James Niewahner, L. MacKenzie Osborne, Dennis O'Keefe, Terry Pence, Bill Recker, Vince Schulte, Gary Scott, Jim Thomas, Michael Thomson, Bill Wagner, Stephen Walker, Bob Wallace, Emily Werrell

MEMBERS ABSENT: Gary Clayton, Ron Hickey, Dennis Lye, Ljubomir Nacev, Mike Prioleau

GUESTS PRESENT: Gerry Williams, Jerry Legere, Kamilla Mazanec, Lew Wallace, Virginia Stallings, David Jorns, Carla Chance, Mary Ellen Elsbernd

I. Called to Order 3:05pm.

II. Approval of minutes of January 28, 1991 meeting were approved as read.

III. Additions to or deletions from the agenda

A. Vice-President's report inserted prior to committee reports.

B. Deletion of Curriculum Committee voting item - the necessary paperwork has not gone through.

IV. Senate President's Report

A. Status of Senate Resolutions

1. Resolution on University Tenure has been forwarded to Dr. Boothe and the letter required by the resolution has been sent this past week.

2. Affirmation Action Plan - Jim has received a letter from Dr. Boothe expressing appreciation for its work.

The Plan was passed by the Board of Regents. Dr. Boothe stated that he will be responsive to any future concerns and input regarding the Plan.

3. Salary Policy - is currently under consideration by a committee working on how to implement it.

B. Council on Higher Education Strategic Plan for Higher Education in Kentucky in 1991-1995

Jim has been invited to a meeting on this document on March 8. The plan has been distributed to Executive Committee members. Senate members may obtain it for perusal from them or from Jim. Input can be given to Jim regarding the document.

C. Budget

Jim attended a meeting in which the 91-92 budget was discussed. The Faculty/Staff salary increase proposed was 7.5%. The net expansion budget was \$963,000. Terry Pence asked if any action had been taken regarding the November resolution regarding expanded information regarding faculty salaries in the University database. Jim was unsure of what had been done and reported he would look into it.

V. COMMITTEE REPORTS

A. Elections Committee - Kamilla Mazanec

The proposed procedures for election of the new Faculty Regent were approved.

B. Budget & Commonwealth Affairs - Ljubomir Nacev (absent)

Dennis O'Keefe offered to answer questions regarding the voting item distributed earlier. Dennis spoke to the previous neglect of the Library Acquisitions budget and the effects of inflation on its purchasing power. The Budget Committee is recommending a \$130,405 increase per year over the next 5 years to correct this. Discussion followed over several issues. Several senators expressed their disagreement with attaching exact dollar amounts to budget recommendations. Others were concerned that the money to fund this proposal could be used to increase faculty salaries and operating budgets instead. Other senators spoke on the efforts of inflation on the Library's attempts to stay current. The motion carried.

C. Curriculum Committee - Phil McCartney

The Committee is still concerned with assessment of the General Studies Program. Phil invited input and inquiries on the process.

D. Faculty Benefits - Gary Scott

Gary responded to last meeting's question of whether junior faculty were given preference over senior faculty in awarding of Faculty Project Grants and Summer Fellowships. The question was brought to the Full Faculty Benefits Committee. After detailed discussion, the committee affirmed that time-in-rank was not a consideration in awarding grants and fellowships. Jim Niewahner expressed his appreciation of the questions.

E. Professional Concerns - Ray McNeil

Ray reported on the progress on the Revision of the Faculty Handbook. He detailed the work of the various subcommittees involved. The work will not be completed this semester - it should be complete during the Fall of 1991.

VI. Old Business

None

VII. New Business

Gary Scott asked Dr. Jorns about the 5 early retirements occurring this year and whether or not their positions will be filled. Because the funds for the early retirements will come from department budgets, the positions will reportedly be filled by part-time faculty. Dr. Jorns confirmed that this is the plan for the 1st year following the early retirement, but that if there are adverse effects from this to the department, a full time one year replacement would be sought. The goal is to hire full-time replacements for all the positions the following year.

VIII. Meeting was adjourned at 4:00pm

Submitted by Michael King, Secretary

Faculty Senate

Northern Kentucky University Highland Heights, Kentucky 41076

MEMORANDUM

TO: Faculty Senators
FR: Jim Thomas, President
DA: February 14, 1991
RE: Faculty Regent Election Procedures

During this semester the NKU faculty must select one of the members to serve on the Board of Regents for the next three years. State law mandates that there should be a faculty regent but does not specify how this person should be selected. At NKU, the president has, a number of years ago, authorized the Faculty Senate to be responsible for this election. At that time, the Senate Elections Committee developed a set of procedures for conducting faculty regent elections. While these procedures have been used during at least the last three regents elections, they have not, to our knowledge, ever been formally approved by the full Faculty Senate. Since there were some questions raised during the last regent election concerning the validity of these procedures, I have asked the Elections Committee to present them to the Senate this year prior to conducting the election.

Attached to this memo you will find the procedure recommended by the Elections Committee. These procedures are essentially the same as those used in past elections although a few changes have been made in procedures #15, 17, and 18. These changes allow for the candidates to be present as the ballots are counted and also specify that the number of votes for each candidate be announced after each election. Kamilla Mazanec, chair of the Election Committee, will be present at the Senate meeting to answer questions.

The procedures may, of course, be amended if you desire but it is important that the Senate does adopt them at the February 25 meeting because we need to have the new regent elected in time for him/her to take office at the May regents meeting.

JT/pg

cc: Elections Committee
Kamilla Mazanec, Chair, Chase Law
Gary Clayton, College of Business
Carrie McCoy, College of Professional Studies
Art Miller, College of Arts & Sciences

Faculty Senate

Northern Kentucky University **Highland Heights, Kentucky 41076**

PROCEDURE FOR THE ELECTION OF THE FACULTY REGENTS FOR 1991-94

1. The Election Committee of the Faculty Senate shall organize and carry out the election of the regent and report the results to the Senate.
2. The election committee shall be appointed not later than January 1 of the year of a regent election.
3. The committee chair shall obtain a list of faculty (a current official list from the office of the Provost) and determine the eligibility of faculty to become candidates for Faculty Regent. Specifically, the committee chair shall contact the Deans to determine the completeness of the list and the eligibility of each faculty member to become a candidate for Faculty Regent.
4. The election committee shall also determine the eligibility of all faculty to vote in the election for Faculty Regent. Anyone with faculty rank of assistant professor or above, including administrators with faculty rank, is eligible to vote for Faculty Regent, provided that the faculty member has a full-time appointment at Northern Kentucky University (regardless of his/her current assignment) and their position is tenured or tenure-track.

Faculty eligible to run for Faculty Regent are full-time teaching faculty, research faculty, or library faculty. A faculty member is eligible to run for Faculty Regent if he/she holds a faculty contract (as opposed to an administrative appointment sheet) and if not more than 50 percent of his/her regular University assignment is in administration.

5. The election committee is deemed a board of elections and is empowered to rule on matters pertinent to the election process, such as the eligibility of a faculty member to become a candidate for Faculty Regent and the eligibility of a faculty member to vote for Faculty Regent. The committee is further empowered to interpret the rules for election and other related procedural matters.
6. The committee shall issue a call for nominations, which shall include a listing of the eligibility criteria for running for Faculty Regent. The call shall be sent out to all faculty and published as a public notice in the Northerner and the Campus Digest.

The announcement shall include (1) the eligibility requirements for running for Faculty Regent, (2) a statement indicating that nominations and questions concerning the election procedures should be directed to the chair of the election committee, (3) the deadline for submissions of nominations, including the date and hour, (4) a statement indicating that the person being nominated must sign a statement indicating a willingness to serve as Faculty Regent, if elected, (5) a statement specifying the duration of the tenure of the Faculty Regent (3 years).

7. The election committee will announce the names of the candidates, listed in alphabetical order, and the dates of the election.

8. Each nominee for the position of Faculty Regent, upon becoming a candidate, will receive a copy of the procedural rules.
9. The election committee shall develop ballot(s) for the election and conduct the election through campus mail.
10. The announcement of the names of the candidates and the election information shall be made no less than seven calendar days before the election.
11. There will be an open forum for candidates during the week before the election.
12. Candidates' names will be listed on the ballot in alphabetical order, and voting instructions will be included on the ballots.
13. The election committee shall have the responsibility for conducting the election. A roster of those eligible to vote will be used to check off envelopes received during the mail balloting.
14. Voters shall vote for one candidate only by circling the name of the candidate he/she is voting for.

If more than one name is circled, the ballot will be ruled invalid.

15. Ballots will be counted within twenty-four hours after the deadline for the submission of ballots. The time and place of the counting shall be announced to the candidates, who may attend or send a representative.
16. If the election yields a winner (with one candidate receiving 50% + 1 of the valid votes cast), the results will subsequently be announced.

If no candidate receives a majority vote (defined as 50% + 1 of the valid votes cast), a run-off election will be scheduled, no sooner than five days following the public announcement of the new election.

The procedure adhered to in the first election will be followed in all subsequent run-off elections.

To determine the eligible candidates for the run-off election, the election committee will first rank all candidates by percentage of vote received from the largest to the smallest. Starting from the top of this ranked list, the committee will determine the smallest list of candidates whose combined percentage of vote exceeds 66 2/3 percent. This list will constitute the candidates eligible for the run-off election.

Public announcement of the run-off election will be made through the Northerner and the Campus Digest.

17. Immediately following any election, the names of the winner and the votes cast for each candidate shall be announced by the Chairperson of the Committee. Total votes cast and total votes counted shall also be announced.
18. Immediately following the election, the candidates who do not attend the counting or send a representative shall be notified by the Chairperson of the results of the election. Then the chairperson will release the results to the press.

February 14, 1991

Faculty Senate

Northern Kentucky University Highland Heights, Kentucky 41076

VOTING ITEM - Budget Committee
Faculty Senate Meeting of February 25, 1991

The Budget Committee recommends that the base for the Steely library acquisitions budget be increased by \$130,405 a year for the next five years.

Rationale

1. Inadequate base for acquisitions. For FY 90-91 the allocation for acquisitions was \$443,850. NKU is lower in this category compared to other regional institutions in Kentucky:

<u>School</u>	<u>Amount</u>	<u>Enrollment</u>
EKU:	\$894,876	10,728
Murray:	585,000	8,000
Western:	860,896	14,121 (1988-89)

NKU had a larger budget than KSU (\$233,678) and Morehead (\$375,298), but both of these schools have substantially lower enrollments than NKU.

As acquisition money is distributed among academic departments and finally to each faculty member within a department, the number of books a professor can order may be only 6-8 a year given their cost which ranges between \$20-\$50 per book.

2. Inflation: The average increase in the cost of books from last year is 7% and for periodicals 12%. Taking into account the inflation factor, the real increase represented by the ALA formula will only be approximately 20%. Since the amount of \$130,405 is prorated over a five year period, with the same increase each year, the percentage increase will be lower than 20% in succeeding years depending on inflation.
3. Freeze on serials - there is currently a freeze on subscriptions for new periodicals. This works to the disadvantage of science oriented departments which need reports of the latest research in their fields.

To: Marian

From: Mary Ellen *Mary Ellen*

Re: Strategic Plan for Materials Budget

Date: September 12, 1990

Gerry and I have met regarding the strategic plan and believe that CRL standards should be used to request funds for the materials budget for 1992-95.

PROPOSAL

Due to insufficient acquisitions funds, the library has been unable to acquire materials to support new degree programs and majors which have been incorporated into NKU's curriculum for several years. The College and Research Library (CRL) standards, adopted by the American Library Association, requires the library's total budget to be 6% of the university's E & G budget. The acquisition's budget should be a minimum of 35% of the library's total budget. To reasonably meet this goal, increases should be prorated over the next four years (1992-95). By 1995, our library's acquisition's budget would be in line with CRL Standards.

$\$45,974,933 \text{ (E \& G)} \times .06 = \$2,758,495$ total library support

$\$2,758,495 \times .35 = \$965,473$ total acquisitions budget

$\$965,473 - \$443,850 = \$521,623$ needed to meet standards or \$130,405 per year

Formula

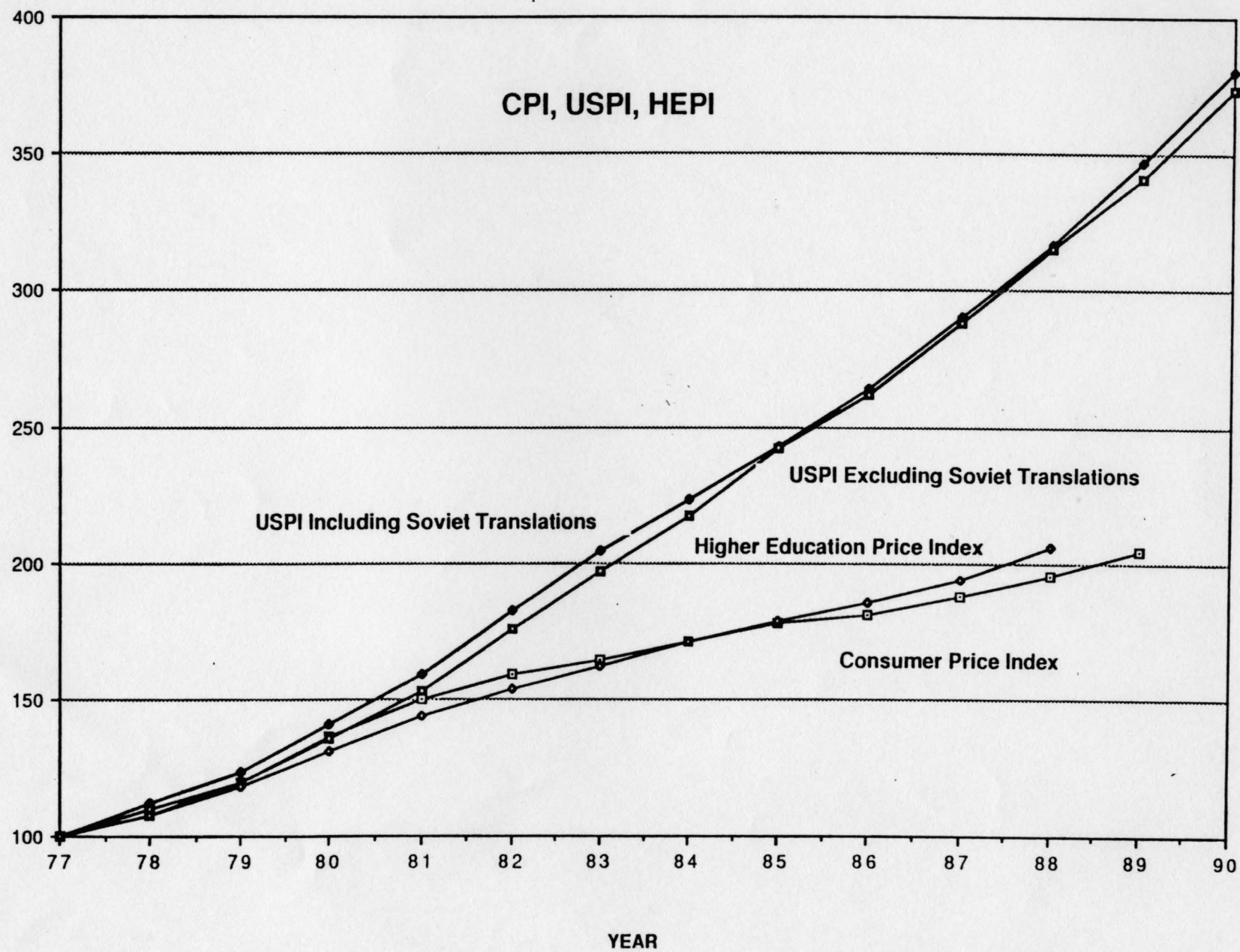
actual

increase

Budget Proposal for 1992-1995

1992	1993	1994	1995
\$574,255	\$704,660	\$835,065	\$965,470

cc. Gerry W.



<u>YEAR</u>	<u>BOOKS</u>	<u>SERIALS</u>	<u>TOTAL</u>	FIGURING AVG. 10% INFLATION <u>FACTOR.</u>
1980/81	154,761	170,728	325,489	358,038
1981/82	85,836	163,072	248,908	393,842
1982/83	94,151	184,996	279,147	433,226
1983/84	136,000	187,000	323,000*	476,548
1984/85	136,000	187,000	323,000**	524,203
1985/86	118,850	235,000	353,850	576,624
1986/87	157,850	235,000	392,850	634,286
1987/88	157,850	235,000	392,850	697,715
1988/89	157,850	235,000	392,850***	767,486
1989/90	157,850	235,000	392,850	844,235
1990/91	177,850	266,000	443,850	928,658

* 20,000 one time money added
 ** 4,225 one time money added
 *** 150,000 one time money added

\$75,000 expended in 1988/89
 \$75,000 expended in 1990/91