

Samford University
Business Affairs and Faculty Welfare Committee
Meeting Minutes
February 25, 2010 @ 9:45 a.m.

Type of Meeting: Regular Committee Meeting

Location: Dean's Conference Room, DBH 3rd floor

Meeting Facilitator: Cynthia Frownfelter-Lohrke, Chair

Committee Members Present: Allison Jackson, Judy Bourrand, Ed Craig, Scott Fisk, Andy Konitzer, Buck Brock

Committee Members Absent: Doug Webster, Jack Nelson, Steve Stricker, Sara Latham

Invitees Present: Marian Carter, Mary Sue Baldwin, Tatyana Karaman

I. Call to Order - Meeting was called to order by Cynthia Lohrke.

II. Approval of Minutes - Motion made to approve minutes from meetings on October 22, 2009, by Judy Bourrand, seconded by Andy Konitzer, approved by consensus of committee.

One change to minutes – Brad Creed was marked as absent -- Mary Sue Baldwin was present in his stead.

Action Item: Cynthia will send copy of minutes to Steven Epley to put up on website.

III. Open issues

- A. Review of additions to Faculty Handbook Sections A.7.4.2 and A.7.4.3 (Mary Sue Baldwin) – Handout, “Proposed Additions to Samford University Faculty Handbook” – See changes in “Criteria for Evaluation” and “Sources for Evaluation.” Proposed changes have to do with administrative faculty status and evaluation criteria.

Discussion.

Questions – How would you weigh those (administrative faculty) who teach against those who do not? Administrative faculty who hold academic degrees teach one course per year.

Do we need to look at adjunct pay policy?

Should something be written into job description?

Adjust salary?

Need to review job description – what is expected? Build up promotion and tenure criteria.

Need timeline from Provost's office.

Motion made and seconded with consensus by Committee to approve proposed changes to Faculty Handbook with changes as noted – correction of typo in A7.4.3 b -- third line of new.

Action Item: Cynthia will discuss with the Provost.

- B. Update on Funding Status of Pension (Buck Brock) – Market value of Pension Plan is \$77 million. Investment performance up 22% year to date. Are expecting sizeable progress and improvement.

Action Item: Buck will find out what target date is for Report.

- C. Update on status of part-time faculty affected by pension changes (Cynthia) – Need to revisit decision to eliminate pension benefit for part-time faculty. May have unintentionally affected part-time faculty who are teaching full-time load but misclassified as part-time.

Discussion.

Could they be put in another category so they can be easily identified in the future?

Deans and Provost need to evaluate part-time faculty and come up with a policy on classification level.

Full-time load = 12 hours.

Would there be a break in service for part-time being re-classified?

Action Item: Cynthia will request for Provost's office to ask deans to review. Cynthia will write something up and send to Committee.

- D. Update on University Budget and Financial Condition including Faculty Raises for 2010-2011 (Buck Brock/Tatyana Karaman) – Making progress. Based on December operating numbers: behind on expendables this year. Will end up with deeper deficit than planned. Including draw from endowment will be \$1.5M in hole. Will be better than last year, but not out of woods yet.

Enrollment looking good for fall. Focusing on more scientific ways of awarding aid/merit to try to increase yield. Pace of growth of applications from last year has slowed.

Salary increases – No official word, but will have increase of 2% across the board for both faculty and staff. Will be moving toward merit increases largely on staff side. Need to have a better system for doing that and will be working on it next year.

Will be moving effective date from June 30 to September 1. Numbers relative to budgets will go out this week and there will be something official soon.

- E. 403B Enrollment status (Cynthia Lohrke for Fred Rogan) – Participation in 403B plan is up 6%. Goal is 50%.

Fidelity charged service charges in December, which was an error. Let Cynthia know if this is still happening and she will follow up with Amy Key.

- F. Computer Loan Program (Cynthia) – Had been eliminated. Should we consider reinstating? Buck gave some history to program. Was established in 1993 to allow employees to gain computer familiarity and expertise. The intention was not to get into computer financing business. Original purpose has been served. In 2007, 74 loans had balance of \$57,000 and University lost \$4,500 on program.

- G. Faculty Admission to Sporting Events – Committee should get a sense from their faculties on how large an impact this issue is and what do they want to do about it. Cynthia requested feedback.

- H. ETB policy for doctorate – Do we want to pursue change in ETB policy to include doctoral programs?

IV. New Business

- A. Increase in Fees as it applies to ETB (Cynthia) – Issue has been raised about increase in fees/new fees which have been put in place and not covered by ETB (covers tuition only).
- B. Set priorities for this semester
Address salary attrition – current salary vs. new hires
How to get there? One school at a time? Undergraduate vs. graduate?

Need discipline specific data.

Buck – Fred has identified 14 people who are below the minimum of lowest grade level. Ranges on grades for staff have not been adjusted in eight years. This needs to be addressed. Should do surveys to establish ranges. How would it be perceived by faculty if this was addressed for staff?

NEXT MEETING: March 25, 2010 @ 9:45 a.m. Place to be determined.