

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

**Type of Meeting:** Regular Committee Meeting

**Location:** DBH 307

**Meeting Facilitator:** Cynthia Frownfelter-Lohrke, Chair

**Committee Members Present:** Allison Jackson, Judy Bourrand, Ed Craig, Robin Snyder for Scott Fisk, Andy Konitzer, Mary Sue Baldwin for Brad Creed

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

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

II. **Approval of Minutes** - Motion made to approve minutes from February 25, 2010, by Andy Konitzer, seconded by Judy Bourrand, approved by consensus of committee.

III. **Open issues**

- A. Resolution concerning part-time faculty affected by pension changes (Cynthia) – At present, does not look like this is going anywhere.

One of two things to consider if we pursue: The faculty members' hours may be cut OR Schools will have to find a way to make a full-time position for them.

Questions?      Can we put this in effect for all new hires instead?  
Can we find out who is being affected?  
Will Deans look at this from a legal perspective?  
Have we looked at what other Universities are doing?      No  
What is the difference between "adjunct" and "part-time" faculty?

*Cynthia needs to look at Brad's email.*

*Mary Sue - look at clarifying definitions (i.e., adjunct, part-time) and job descriptions*

On next Deans' meeting agenda (April 9). It is up to Deans and Department Chairs on how many hours part-time faculty would teach.

The goal is to look at faculty workload – which has not been done in a very long time for part-time or full-time.

*Think about adding wording to the resolution regarding resolving with the livelihood of the employee in mind. Resolution put on hold until Provost office has a chance to do some discovery.*

**Action Item: Hold off on resolution and take back to deans for more input.**

- B. Set priorities for this semester (Cynthia) – Compensation

Market adjustments for salaries – what is the process?

*Cynthia will send link to Committee.*

See handouts from meeting – (1) "Faculty Salary Study 2007-2008" instituted because of gender bias/diversity issues. *When reviewing, if you do not see something that needs to be covered, ask Institutional Effectiveness.*

(2) "Peer Group Comparison" needs to include Disciplines not just Rank. See Southern Conference "Average Faculty Salaries."

(3) Looked for anyone who had already done research and found several examples of people who have done this:

Compensation  
FAQ about compensation  
United Academics Adjustment Procedures

*Chronicle of Higher Education* publishes salaries annually.

Cynthia has asked Buck and Tatyana to move administrative faculty out of faculty salary line in budget.

Institutional Effectiveness is under Sara Latham who will be at April meeting

Study will be done again in 2010/2011

***Action Items: Have recommendation by December 10 for some plan by the Administration. Let Cynthia know any questions. If we get money what method would we suggest using to allocate it?***

#### IV. New Business

- A. ETB for retirees (Cynthia) – Consider proposal to allow retirees some type of “tuition benefit.” There are more dependents taking advantage of ETB (92) than employees (66). Problem is plan is administered by three different departments – admissions, financial aid, and Human Resources. If you have excess capacity, there are no real costs. However, there is no way to track costs. If we decide to recommend, do not call it ETB. Allow retirees to audit classes subject to capacity constraints.

***Action Item: Cynthia will write something up and have at next meeting for submission to Faculty Senate.***

- B. Twelve Month Faculty Contract Changes (Cynthia) – “On a twelve-month agreement, faculty employment involves compensation in equal payments over a period of twelve consecutive months commencing ~~July 31~~ **September 30** and ending ~~June 30~~ **August 31**. The duty period covers the fiscal year period beginning ~~July~~ **September** 1 and ending ~~June 30~~ **August 31**. . . .” The contract date change impacts timing of raises for 12-month faculty employees. Was approved by Senate on Monday (March 29) without going through BAFWC. Discussion.
- C. Faculty Development Money (Robin Snyder) – Question at Senate meeting about Development money – Brad Creed said that it is allotted \$750 per faculty member per year and is up to deans to disperse. Is not equal across campus. Need to take up with Deans. Is referred to as “travel” money by some, but needs to be called the same thing across the board. Robin will emphasize with faculty (senate?) and if they are having problems, bring back to Faculty (senate?) or this Committee.
- D. Phil Kimrey’s Role (Robin Snyder) – Search for Dean of Students and Dean of Admissions does not seem to be a high priority. Faculty feels that it should be. Need to indicate to Phil Kimrey or Dr. Westmoreland that this is a priority. Ultimately the Faculty Senate will need to make a resolution. Academic Affairs should be responsible and it would carry more weight coming from them.
- E. Administration of Scholarships (Robin Snyder) – Phil has scholarships he gives out. Should be some kind of clear definition of how he can control scholarship money that is coming from departments or schools. *Talk to your representative on Academic Affairs*. Deans have asked for more faculty involvement in awarding of scholarship money.
- F. Higher Education Opportunity Act (Robin Snyder) - Due to the 2008 reauthorization of the Higher Education Opportunity Act, we must disclose to students before registration how much textbooks cost. There will be tab in Banner when they register. This is a Federal mandate. New textbook order form being developed. Look for email from Marilyn Bailey. Deadline for Fall is April 15.

**NEXT MEETING: April 22, 2010 @ 9:45 a.m. Dean’s Conference Room, DBH 3<sup>rd</sup> floor.**