

**Southwestern Oklahoma State University
Faculty Senate Meeting
2:00 PM December 5, 2008, Education 201
Approved Faculty Senate Meeting Minutes**

I. CALL TO ORDER AND ESTABLISH QUORUM.

II. The December 5, 2008, meeting of the Faculty Senate was called to order at 2:00 PM in Education 201 with FS President Les Ramos presiding. The following members were present: Lisa Appeddu, John Bradshaw, Kathy Brooks (Sayre), Stephen Burgess, Kevin Collins, Tommye Davis (Sayre), David Esjornson, Terry Goforth, John Hayden, Rita Hays, Todd Helton, David Hertzell, Robin Jones, Daniel Farris for Sophia Lee, Jim Long, Scott Long, Warren Moseley, Chad Ramirez, Les Ramos, Ray Read for Ann Russell, Randall Sharp, James South, Bill Sticka, Muatasem Ubeidat, Don Wilson, and Jane Long for Jonathon Woltz.

III. CERTIFICATION OF SUBSTITUTES: Daniel Farris for Sophia Lee, Ray Read for Ann Russell, and Jane Long for Jonathon Woltz.

IV. APPROVAL OF MINUTES: Minutes of the November 21, 2008, meeting were approved.

V. ANNOUNCEMENTS:

A. From FS President Les Ramos:

1. **403b (pre-tax contribution) Retirement Plans:** Due to the logistics of changing to a new vendor, it appears that the best approach for the transition is to cease automatic payroll deductions with the December contribution. Employees will have the opportunity to enroll with Lincoln and choose an investment option in late January. Lincoln will begin group education sessions in January and there should also be information provided by email.
2. **Oklahoma Higher Education Conference on Enrollment Management:** This conference is scheduled for Thursday, February 26, 2009, at Redlands Community College in El Reno. Along with the President and other administrators, Dr. Foust has extended an invitation for two faculty members to attend. If anyone is interested, please contact myself or Dr. Foust within the next week or so.

B. FS Secretary/Treasurer Lisa Appeddu:

1. **Roll Sheet** – please sign.
2. **Treasurer's Report:**
 - a. BancFirst Checking account (No change): \$1986.53
 - b. University account balance (No change): \$129.15

C. FS President-elect Scott Long: None.

D. FS Past President Robin Jones: None

E. FS Student Government Representative Greg Franklin: Not present.

VI. REPORTS FROM STANDING AND AD HOC COMMITTEES:

- A. **University Policies Committee on University Email and Web Usage Policy:** The Committee put forth two email and web usage policies for the Faculty Senate to consider.
- B. **Personnel Policies Committee:** John Hayden, Chair, is accepting input with regards to the Committee charge to review current wages paid for overload, adjunct instructors, and telecourse/web-based courses.
- C. **Student Affairs Committee:** In regards to the charge to review the current university attendance policy, the Committee provides no report. Instead, the Committee points to policy which already exists in the Faculty and Student Handbooks.

VII. UNFINISHED BUSINESS:

1. The following motion was moved and seconded:

FS Motion 2008-12-01:

It is proposed the Faculty Senate keep the following questions in mind when considering the two email and web usage policies as put forth by the University Policies Committee:

1. Are faculty (and staff) better served by separate policies or by a common policy for both faculty and staff?
2. Dependent upon the answer to the first question, are the policies proposed sufficient?

Rationale: A university-wide policy which specifically defines the appropriate use of SWOSU computers is needed. Furthermore, a common University Email and Web Usage Policy would be easier to implement and understand.

The motion passed by voice vote.

2. The following motion was moved and seconded:

FS Motion 2008-12-02:

It is proposed the Faculty Senate adopt the document entitled "SWOSU Policy on Information Systems Security" as put forth by the University Policies Committee for consideration by the Administration in establishing a Faculty University Email and Web Usage Policy.

The motion passed by voice vote.

3. The following motion was moved and seconded:

FS Motion 2008-12-03:

It is proposed that the “SWOSU Policy on Information Systems Security” be recommended as a university-wide policy, applicable to all individuals, regardless of status as Faculty, Staff, Administrator, or Student.

The motion passed by voice vote.

VIII. NEW BUSINESS:

A. The following motion was moved and seconded:

FS Motion 2008-12-04:

The Faculty Senate President is requested to inquire about the status of the *Faculty Handbook*, including approved revisions and the presence of outdated language.

Rationale: The Senate is concerned that the current online version of the handbook is dated 2005-2006. This makes for uncertainty and potential confusion when consulting the handbook. In addition, there is concern that faculty may not have access to current policies.

The motion passed by voice vote.

IX. ADJOURNMENT: 3:15 p.m.

Respectfully Submitted,

Les Ramos, FS President

Lisa Appeddu, FS Secretary

**Next Faculty Senate Meeting:
Friday, January 30, 2009 at 2:00 p.m. in EDU 201**