

Faculty Senate Meeting Minutes
Monday November 4, 2013
Student Senate Room, LSU Student Union



Attendance

Faculty Senate Executive Committee members present:

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| 1. Kevin L. Cope (President, English) | 2. William Daly (Past President, Chemistry) |
| 3. Joan King (Secretary, Food Science) | 4. Suresh Rai (Member-at-Large) |
| 5. Judith Sylvester (Member-at-Large) | |

Parliamentarian: Louay Mohammed

Senators present (X = Present; A = Alternate; P = Proxy):

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| 1 X Aghazadeh, Fereydoun (Mech Eng/Eng) | 23 X Dorian Dorado (Foreign Lan Lit/HSS) | 45 X Carl Molsenbocker (Horticult/Ag) |
| 2 X Fakhri Al-Bagdadi (Comp. Biomed Sci/Vet) | 24 X Susan Eades (Vet Clinical Sci/Vet) | 46 X Dan Novak (English/HSS) |
| 3 A Sibel Ales Bargu (Oceanography/C&E) | 25 Kenneth Fasching-Varner (Ed T Pol Prac/Ed) | 47 Seth Orgel (Music/Music Dramatic Arts) |
| 4 X Austin Allen (Landscape Arch./AD) | 26 X Kristin Gansle (Education/HSS) | 48 Evelyn Orman (Music/Music & DA) |
| 5 X Linda Allen (Chemistry/Sci) | 27 X Jeff Gillespie (Ag Econ/Ag) | 49 X Irvin Peckham (Eng/HHS) |
| 6 Reid Bates (SHWRED/HSE) | 28 X Linda Smith Griffin (Libraries/Library) | 50 Rosemary Peters (French/HSS) |
| 7 X Jennifer Baumgartner (Child Family/HSE) | 29 X Gundela Hachmann (Foreign Lang Lit/HHS) | 51 X Suresh Rai (Elect & Comp/Eng) |
| 8 X Richard Bengston (BAE/Eng) | 30 Jong Ham (Plant Path/Ag) | 52 X Margaret Reams (Environ Studies/C&E) |
| 9 David Bertolini (Architect/A&D) | 31 Wes Harrison (AGEC/Ag) | 53 A Judith Rhodes (Social Work/HSS) |
| 10 P Graham Bodie (Comm Studies/HSS) | 32 X Richard Holben (Drama/Music & DA) | 54 Jeffrey Roland (Philos Rel Studies/HSS) |
| 11 William Boelhower (English/HSS) | 33 X Stuart Irvine (Philos Relig/HHS) | 55 X Rousset, Charles (Economics/Business) |
| 12 X Dorin Boldor (Biol Eng/Ag-Eng) | 34 X Sherif Ishak (Civl Environ Eng/Eng) | 56 Gary Sanger (Finance/BA) |
| 13 X Lillian Bridwell-Bowles (English/HSS) | 35 X Dorothy Jacobsen (Kinesiology/Ed) | 57 Judith Schiebout (Geology/Science) |
| 14 P John Caprio (Bio Sci/Sci) | 36 X Joan King (Food Sci/Ag) | 58 X Andrew Schwarz (Info Sys Dec Sci/Bus) |
| 15 A Russell Carson (Kinesiology/Ed) | 37 Gus Kosoulas (Biological Sci/Vet Med) | 59 X Stephen Shipman (Math/Science) |
| 16 X Lauren Coates (English/HSE) | 38 X Robin Kurz (Library Info Sci/HSE) | 60 P William Stickle (Biological Sci/Sci) |
| 17 X Kevin Cope (English/HSS) | 39 P Vince LiCata (Biological Sci/Sci) | 61 X Judith Sylvester (Mass Com/Mass Com) |
| 18 Belinda Davis (Poly Sci/HSS) | 40 X Ron Malone (Envir Eng/Eng) | 62 X Ramachandran Vaidyanathan (EE Comp/Eng) |
| 19 X William Daly (Chemistry/Sci) | 41 X Mandi Lopez (Vet Clinical Sci/Vet) | 63 X Muhammed Wahab (Mech Indust Eng/Eng) |
| 20 Jeffrey Davis (Entomology/Ag) | 42 X Kenneth Kip Matthews (Physics Astro/Sci) | 64 Christopher Weber (Polysci/HSS) |
| 21 X Charles Delzell (Math/Sci) | 43 Ken McMillin (Animal Sci/Ag) | 65 X Jun Zou (Interior Design/AD) |
| 22 X John DiTusa (Phys Astron/Sci) | 44 Jacquelyn Sue Moffit (Acct/Business) | |

Guests:

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| William Demastes | Donna Love | Gail Reeve |
| Robert Doolos | Koran Addo | Brian Ainsworth |

Consideration of the Minutes from October 1, 2013

Motion by Fereydoun Aghazadeh, seconded by Fakhri Al-Bagdadi and Larry Rouse.
 Approved unanimously with potential corrections.

President's Report

1. A dining committee was constituted to evaluate food services from the bottom up to the faculty club. Also a committee was created on the bookstore which has met a number of times.
2. Suresh noticed the parking fee was \$500 so we initiated a probe on that as well and will be talking to parking soon about that issue. The fee was to pay for Easy Streets 2 and part of the parking garage. We are wondering how long the fee will continue.
3. Judith Schiebout has dusted off two reports, one on the Louisiana Museum of Natural history at LSU and the Faculty Senate report on museums and outreach. She has asked about specialized accreditation. It is a question as to whether they should be accredited or are in shape for accrediting. The Provost was receptive to the idea.
4. Suffix grading committee has finished work and we met with the Provost about whether it is contingent on the Enterprise system, which runs the registrars business and other detail operations. It is not contingent on such.
5. Last month the parking barriers for football were being left in the way of bicyclists. The barriers are now history. They were moved out of the way.
6. The Faculty Senate newsletter is in process.

7. At the systems level some items have happened. A few of the supervisors on the BOS have noticed that the relations with many levels of the university have deteriorated. A couple of the supervisors and one member of the Board of Regents have met with Kevin informally.
8. Clarification was obtained from AG Monaco about parental leave and leave without pay. He will come explain them at the next Faculty Senate meeting.
9. Some people have expressed great concern about the merger of the AgCenter and College of Agriculture. Ken McMillin has put together a list of policies of the AgCenter and COA.
10. At the state level there was a delegation visit with the Southeastern University Faculty Senate to work out a procedure about travel in the state. The Shorts Travel system is now completely dysfunctional. BookIt has been taken away and a new one is in place. The windows that take input for travel do not allow input at any time.
11. There was a good step forward with transfer credit. The person in charge went to the Board of Regents to explain it.
12. Building repairs may be delayed a bit. The roofs at a few community colleges have collapsed and so the Board of Regents have redirected capital outlay money to those campuses.
13. We have made progress in regards to the retirement problem. The attorney looking into this has requested and obtained related social security info.

Q&A Summary:

Linda Allen

For AP credit are they trying to force a state wide level?

Kevin Cope

Yes they are, the Louisiana Community and Technical College System (LCTCS) is trying to do this. The graduation rate in LCTCS is really low. There is no wickedness on the part of LCTCS. They were looking for anything that can accelerate the progress of students.

Linda Allen

The chemistry department has upped the AP level, because of students receiving the pass for 3 credit hours.

Kevin Cope

It is possible for a person to get credit on a three point scale and then go into a system that does not accept the credit. On November 19 the general education committee on the statewide articulation transfer council will meet. It is a public meeting on the 6th floor of the Claiborne building.

Gundela Hachmann

The situation with the travel website is affecting a lot of people, what can we advise people to do in the mean time while it is not working?

Kevin Cope

No, I have contacted Shorts to complain. It is a state agency level problem.

Judith Sylvester

You can always just email them to tell them what you want.

Kevin Cope

The email contact fee is \$24 vs the \$5 cost.

Sherif Ishak

He waited on them to give him info and the price went up. He wasted 2hrs going back and forth with them. They lost the seats and everything. It took a while to get two seats together.

Kevin Cope

Maybe the cooperation with Southeastern University will help.

Mandi Lopez

The same thing happened to her but she did not think to ask for a refund of the fee.

Update on GeauxShop by Marie Frank

We changed the way we do procurement to a more strategic way of doing it. The three parts are the pilot procurement code, Eprocurement and Spin Analytics. LSU helped to write the LAGrad Act including the pilot procurement code. The legislature approved this. The high level of the LAGrad Act was to adopt a pilot procurement code that is separate from the state system. There are many delays when having to go out for competitive bids. It was written so we have some flexibility in the types of bids we do negotiated by multiple cooperative institutions. We have gone through most of the steps, Board of Supervisors, Board of Regents, Division of Administration and approval of the pilot procurement code. It took two years to get approval. The last step is that it has to be approved by the joint legislature committee on the budget. They decided that we needed to re-work it due to the restructuring of LSU as to how it is written and who it applies to. The other two initiatives are Eprocurement and Spin Analytics. We went live and we have some problems. You can go to the site and actually shop. There are 17 catalogs enabled. We have purchased \$1.6 million of items since it opened, with 4,706 orders. Vendors include big vendors like Dell, HP, Office Max, and VWR. The OfficeMax vendor was set up separately. We are trying to go in and negotiate even lower prices. In the future we are looking at cylinder gas, food services, books, audio visuals and veterinary supplies. There are a lot of people trained to use the GeauxShop system. The top vendor is OfficeMax. They offered a lucrative 5 year contract deal with an up to 55% discount on manufacturer's list price, a 5% rebate on the volume we spend and a \$500,000 signing bonus and a two scholarship per year. I am hoping we can do this with multiple vendors. We have saved 68% on purchases based on less than manufacturer's list price with OfficeMax. Scientific purchases are Fisher Scientific, VWR and Sigma. We will be able to compete for scientific contracts to drive their prices lower. Sigma Aldrich has the market on chemicals and they are not very competitive. The challenges you have to deal with, is pricing and we need to continually compare prices. Fisher had some inconsistent pricing on the catalogs. Some sales persons would make a deal with an individual at a price different from the catalog. We are trying to get them to stop those deals and give the same price to everyone. If there is pricing that you want from OfficeMax we have to go in and negotiate a price with them and it will take a little time. Shipping and returns have been a challenge. The vendor immediately gets the order and sends it to shipping and immediately creates an invoice. This is hard to undue since shipping already started. There are problems with Sigma returns due to chemical issues. OfficeMax has small shipments and those happen very fast so hard to change your mind. Regarding general implementation, we are trying to work out how to deal with credit memos if they do their own thing. There are two different systems so we have to find procedures to process credit memos. Most people do not have time to attend training. The training is very quick; it is one or one and one half hours. There is a lack of resources with procurement services and we are dealing with it. In the long run GeauxShop will bring us streamlined processes. Spin analytics percent spending by mechanism was \$193,000,000 using a PCard vs \$58,000,000 as an invoice. Most of what we are buying is by the PCard. The numbers of transactions were 155,000 by PCard vs 16,000 by invoice. A study by the University of California showed that every transaction with a PCard costs an additional \$1.10 to process. Printing is a huge number. We look at these other areas for a new initiative to go to next for saving money.

Q&A Summary:

Senator

Why do we have OfficeMax instead of Office Depot which is all around Baton Rouge?

Marie Frank

Office depot did not give us a better deal, OfficeMax has bought Office Depot.

Dorin Bolder

One issue is Agilent, they have an official distributor. They ask me to go to them for orders.

Marie Frank

Agilent is a state contract and it is supposed to cover everything. They may have a distributor that is different. If you order through GeauxShop it will automatically go to the correct distributor.

Sherif Ishak

When will it be mandatory?

Marie Frank

I hope never because we need to order any way we need to but I hope it will protect the faculty and save money to use for raises or retaining faculty. The \$500,000 was used for raises this year. I am hoping I don't have to tell the university that this is the way to do business. I am looking for ease and cost savings. If you think it is easier to use the PCard I don't want to take it away from you. For OfficeMax we had to use it. There is a mandated use of OfficeMax.

Sherif Ishak

If you find computer supplies on another site that are cheaper does OfficeMax have to meet the price?

Marie Frank

There are differences between computer supplies and office supplies. It would be good to get OfficeMax to drive the costs to what we find elsewhere. University of Colorado has saved millions of dollars by continuously showing them prices. Look at Fisher Scientific, I could not believe they were competing against themselves. Your neighbor may pay double then you due to your relationship with the vendor.

Larry Rouse

You mentioned example of toner cartridge. If I find it cheaper do I still have to buy it at OfficeMax.

Marie Frank

Yes you do, but send it to me so we can get the price dropped. Do not buy software from OfficeMax. They will offer you anything. Theirs is extremely expensive. We have furniture contracts with better pricing. They want to put everything in their catalog.

Larry Rouse

If my toner goes out and I need to print something now, that's too bad?

Marie Frank

No we can get emergency approval.

Richard Holben

OfficeMax is not fiscally too strong right now. Is there any kind of real deep research done on these companies? It does not appear that they will be around much longer.

Marie Frank

They will merge with Office Depot but will retain their name. We do ask for financial statements to see if they are stable. They gave us \$500,000. There are a number of clauses for termination.

Kevin Cope

Has there been any effort to establish a uniform delivery time standard? There has been slippage in delivering by OfficeMax to 1 to 5 days.

Marie Frank

Ninety five percent has to be delivered in 24 hrs., which is in the contract. The others are state negotiated contracts. The GeauxShop gives us an opportunity to know what is spent. Most of the transactions were done by a PCard but there is no line item detailed. GeauxShop itemizes everything you buy and see what the university is buying. We can go back to the vendor and get the price lowered.

Mandi Lopez

She has a spaced challenged office and she identified a piece of furniture and went to buy it with the PCard but was blocked. She sent inquires to purchasing to find out why this was. It was \$150. She got it from the PCard vendor that the purchase was denied, according to the university if is under this code and that is no longer buyable.

Marie Frank

There are certain merchant codes that are rejected by the state. You cannot use a state PCard with certain vendors. You cannot buy drugs from a drug store, the merchant code is denied. I don't know who you sent an email to in procurement.

Mandi Lopez

I was requesting an alternative. Do I request a requisition?

Marie Frank

You just need to do a requisition as a work around. There will be town halls on these issues on a quarterly basis.

Update concerning the evolution of PS-22 (attendance) by William Demastes

Page three of the Faculty Senate handout has been reviewed by several units. The update is further specification as to what constitutes an absence. The mandate should be posted or presented on the syllabus so students are aware of what that policy is ahead of time. The makeup policy section, “making up course work”, specifies what some departments and faculties are doing so far. Making up coursework is the faculty’s responsibility in that it does not reflect negatively on the student’s grade. Some practices include offering makeup exams, regarding all used now. Academic Affairs says some practices may work against the principle of not negatively affecting the student’s grade. In the past the Faculty Senate requested a requirement of a make up policy. The committee left it up to the departments. Best practices was considered as an appendix. It was suggested that it be on the website or in the faculty handbook.

Kevin Cope

Regarding the method to proceed, this is not a formal resolution. Following this discussion we will have a five day comment period. The executive committee will decide with input as to whether to send it forward.

Q&A Summary:

Larry Rouse

Regarding making up coursework a maximum absence ceiling it is open ended wording. Can faculty say if you miss five times, I cannot give you a make-up exam?

William Demastes

It is an open ended statement.

Bill Daly

Look at best practices.

William Demastes

Your concern may justify deleting that statement and putting it in best practices.

Linda Allen

She wants to see it stay, since in lab courses we do not have the opportunity to make up the labs. If they miss one half or a third or a quarter of all labs they cannot make it up. They want students to know that if they are going to miss too many labs they likelihood of the student getting a passing grade is very small. Can’t we also use attendance for grading? You are in jeopardy for a grade if you miss that many labs.

William Demastes

You cannot hold as student who has an excused absence to negatively impact the student for missing class.

Linda Allen

It is saying we can put these statements in.

Larry Rouse

I don’t think it has to be in here. Is the absence grading policy approved yet?

Kevin Cope

No it is not approved yet.

Senator

Why is jury duty on there? I heard students were automatically excused.

Senator

It is only East Baton Rouge.

Charles Delzell

There is a statement that refers to an implementation memo for best implementation practices.

William Demastes

That statement will be clarified.

Charles Delzell

It says the faculty will handle the excused absences in a manner that will not reflect negatively or positively on the grade. What if student misses a significant amount of class? What does it mean not to affect the grade?

William Demastes

It leaves it open to go on to a grade appeal to see if student was fairly or unfairly treated. It is leaving it open for negotiation, if that fails then the appeal process will go forward. If someone misses half of the class, that should go to another level to discuss why there are so many absences and what can be done or should be done.

Charles Delzell

This policy addresses the moderate absences but not the excessive absences.

Gundela Hachmann

Can instructor set maximum number and then cause the student to un-enroll?

William Demastes

Excused absences are just that. Telling student that passing class is not a likelihood is an option.

Gundela Hachmann

Is this reasoning for excused or unexcused or both?

William Demastes

You can do different things for both. You could set a number of excused absences, for which you can advise them to consider another course but cannot penalize them

Gundela Hachmann

Is there a point for unexcused absences where we can do something?

William Demastes

You are not required to give make-ups for unexcused absences. That point is a matter of negotiation between the faculty and student; if unsatisfactory it goes to appeal. Do we want to put a policy in here to follow and procure that takes away the faculty member's authority or want faculty members to determine coursework policy? Do what you can the best that you can to not adversely affect the students grade. Can the student learn sufficiently with X number of absences and that would be settled by negotiation with student or appeals process.

Senator

If exams, quizzes and homework, if missed number of classes the student is responsible for learning the material. If the student can make up material regardless of how many classes missed, then there is no question of how many classes student missed if student can take care of exam.

William Demastes

How do you make up missed classroom participation? Work it out with student. Maybe a student takes another course and if the student persists, then it will work itself out in that situation. The appeal process is a fall back. We do our best to avoid appeal but could be final option.

Fakhir Al-Bagdadi

Is there anywhere in the draft where we should enforce attendance or require a make-up exam?

William Demastes

How much detail do we want in the policy or do we want to leave it up to the faculty members?

Old Business

Second Reading of Resolution 13-12 “Consideration of Other Procurement and Service Changes”, sponsored by Ken McMillin on behalf of the Faculty Senate Executive Committee

Read by Judith Sylvester

FACULTY SENATE RESOLUTION 13–12
“Consideration of Other Procurement and Service Changes”
Sponsored by Ken McMillin on behalf of the Faculty Senate Executive Committee

Whereas the continuing tight budgetary constraints of the university require constant and vigilant cost comparisons and savings analyses in all areas; and

Whereas a Spend Analysis is in the process of being conducted by the Office of Procurement Services; and

Whereas in FY 2012 \$13.5 million of the total \$251.9 million spend base was on travel, with approximately \$2.5 million spent on travel agents and \$5.5 million spent on commercial airlines; and

Whereas university travelers are required to use the contracted travel agency for the State of Louisiana; and

Whereas faculty and staff members report numerous varied difficulties with service provided by the contracted travel agency; and

Whereas Office of Accounting and Financial Services FASOP AS-02 states that the purpose of the University Travel Regulations are to establish a procedure to assist travelers in making travel arrangements and in the reimbursement of travel expenses, but does not given the name or contact information for the contracted state travel agency, and

Whereas contrary to FASOP AS-02 that states the use of the on-line bookings through the contracted travel agency can drastically reduce the costs paid per transaction; and

Whereas it is difficult to obtain permission for exceptions to the contracted travel agency fares to realize cost or schedule advantages to the university traveler; and

Whereas the upgrades to the contracted travel agency booking system announced by Accounting and Financial Services in January, 2013, have not resulted in marked improvements in the reservation services; and

Whereas the objective of the Office of Procurement Services is to procure goods and services to sustain, foster, and support the administrative, educational and research missions of the University; and

Whereas the LaGrad Act II authorized approved changes in the procurement practices of the university and many of those changes are not being effected;

Therefore be it resolved that the Faculty Senate urges that the Faculty Senate Executive Committee meet with the Interim Vice Chancellor and CFO of Finance and Administrative Services, Executive Director of Procurement Services and Property Management, Accounting Services Associate Vice Chancellor, and Facility Services Executive Director to determine an action plan for improving travel and other services impacting faculty and staff members in performing their expected activities and responsibilities for the university.

Q&A Summary:

Senator

Is the purpose to create a task force?

Kevin Cope

I think that would be the natural outcome. It is the will of the faculty to create a task force that is appropriate. Travel agencies find work arounds for these problems. If you have trouble, you first try to solve it, but the time you solve it is lost upstairs.

Charles Delzell

There seems to be something missing in the 7th whereas. The one about 'contrary too'.

Kevin Cope

I think there is a missing 'at' there. I will correct it to a full sentence.

Vote: Unanimously passed.

New Business

First Reading of Resolution 13-13, Scheduling of Fall Holiday, sponsored by the Faculty Senate Executive Committee

Read by Kevin Cope

FACULTY SENATE RESOLUTION 13-13
“Scheduling of Fall Holiday”
Sponsored by the Faculty Senate Executive Committee

Whereas the primary calendar by which the University organizes its activities is the academic calendar;

Whereas other calendars, schedules, and lists of events play a material but subordinate role in the timing of activities, events, and recesses so as to maximize achievement and optimize both student and faculty performance;

Whereas one purpose of the recess called “Fall Holiday” is the provision of an interval during which students may both enjoy a break from the obligation to attend classes and also may, while partaking of refreshing leisure, use free time to attend to lingering schoolwork or engage in enrichment activities;

Whereas Fall Holiday was conceived to compensate for a certain awkwardness in the timing of official holidays (for example, the positioning of Labor Day shortly after the opening of the semester and the slating of the Thanksgiving recess immediately prior to the conclusion of instruction);

Whereas Fall Holiday was also conceived to provide a salutary break in the long session between Labor Day and Thanksgiving;

Whereas the University has recently twice adjusted the academic calendar for non-academic reasons such as Bayou Superfest or the LSU versus Alabama football game;

Whereas the recent rescheduling of Fall Holiday to early November places two extended holidays in the month of November, during the time when many courses are approaching their climactic, culminating points;

Therefore be it resolved that Fall Holiday shall occur and shall be completed no later than October 31st of each year.

Motion: Moved to discussion by Joan King and seconded.

Vote: Move to discussion

Q&A Summary:

Dorin Bolder

Student Government was queried and they could not attend.

Joan King

Student Government approved a similar resolution as noted in the paper.

Kevin Cope

He has contacted the student government and said we would be happy to review any resolution they have.

Robert Doolos

On the 31st there was an article in the Reveille that this resolution was supported by Student Government.

Gundela Hachmann

Who actually makes the decision on scheduling of Fall holiday?

Robert Doolos

History was to find an open date for all considered in the football schedule. We went to another idea particularly for students to go to an away football game and looked to find something half way between Labor Day and Thanksgiving. We were not able to do this yet. Academic calendars are drafted by the registrar's office and they run it by Gil Reeve and send it through the campus for comment by deans and others. We send it through the Provost to the Board of Supervisors for approval. The SEC had a problem scheduling new teams in the conference, therefore what we have initially was tentative because we did not have football schedule. It was very late with we found that. Normally it would have been in the calendar.

Gundela Hachmann

All the reasons you gave were football related do academics not come into consideration?

Robert Doolos

Well it is to help students to go away for a football game. If you want us to totally not consider the football schedule we will do that.

Kevin Cope

We are not blaming Robert. The guidance that we are giving there is divergence between the students and the faculty.

Judith Sylvester

All the time I had kids in school they always had the week off and there never seems to be any consideration to try to sink these together. Why don't we just do Thanksgiving the way we do Easter? It has always puzzled me why LSU always got three days off and public schools have the week off.

Kevin Cope

It set off a religious war because of different schools and faculty who did not want the time changed. We had an initial debate and a follow up but it did not turn out.

Senator

This year was unusual, we know the football schedule in advance and we say we need a date before Oct 31, if the schedule is not out in time then we adhere to this rule.

Judith Sylvester

There are not enough options.

Kevin Cope

We suggested that it is prior to Columbus day, but went to Oct 31 for a deadline. If it did not interfere with football then no one would object.

Lillian Bridwell-Bowles

How likely is it that the SEC will not have the schedule?

Robert Doolos

I don't know, there is a lot of turmoil to get the SEC schedule. I would imagine that it would not occur every year. I looked at the schedule for next year and Fall Holliday is set for the first week of Oct.

Kevin Cope

There is a hypothetical schedule set out for 10-12 years. There are issues that cause a change in the schedule. It seems that there is upheaval in the schedule every year.

Ron Malone

What would be effect of changing the word shall with should?

Kevin Cope

The world is extremely with wishes. I would not be in favor to allow wiggle room.

Larry Rouse moved to adjourn and it was seconded by all.

Adjourned at 4:41 PM