

LSU AgCenter Faculty Council  
Minutes of meeting held January 10, 2003

- I. Prior to the Faculty Council business meeting, Chancellor Richardson addressed the group. He had several agenda items for discussion by the council.
  1. The first item concerned linking in the web site. We should discuss this with Mike Carl to determine an easier way to get to the faculty council home page.
  2. Dr. Richardson commented on the possibility of the group utilizing the distance sites to conduct meetings. He commented on equipment needed, such as the \$400 device for personal computer use.
  3. He responded to the question concerning council members serving on the long range planning committee and attending the departmental and regional meetings. He had no objection to this.
  4. In 90 to 100 days, administrative appraisals (vice-chancellors, regional directors, etc.) will be conducted. Dr. Richardson handed out an outline of the process. He would like our comments concerning this document. Also, he said the faculty council should play a role in this appraisal process. He would like to have our advice particularly in determining how to involve the faculty. This appraisal process will start in mid to late January and be concluded by May.
  5. The Chancellor indicated that this will be a “strange” legislative year. The governor’s race will have a large number of candidates, and about one-half of the legislature will not return due to term limits, normal turnover, etc. There will be a lot of things going on, and he will need immediate feedback from us. We must communicate effectively. In some instances he will need immediate feedback, even if from a small group of faculty council members.
  6. Dr. Richardson discussed the need for representation from the council to several meetings. In the AgCenter, there are 2 administrative groups. One group is the Administrative Council consisting of him, the vice-chancellors and directors, and assistant and associate vice-chancellors. This group meets 1 Monday each month. Dr. Richardson would like 1 council member to attend these meetings. The second group is the Executive Council consisting of all regional directors, department heads, and experiment station resident coordinators. This group meets as needed, usually twice per year. They may meet more frequently due to this legislative year. The Chancellor requested that 1 faculty council member attend these meetings. Dr. Richardson also reminded the group about the

need for a representative and alternate to the Academic Affairs committee meeting and Board of Supervisors meeting. The Chancellor then asked for questions or comments from the council. Jerry commented that 2 issues had already been addressed: (1) The Chair, Vice-Chair, and Recorder will serve as representative, alternate, and second alternate, respectively. (2) An executive committee had been formed and will serve as the group to respond to issues requiring immediate feedback.

7. There were no further questions or comments. Dr. Richardson concluded his portion of the meeting.

- II. Mike Carl from the LSU AgCenter Computer Services addressed the group to discuss the web site and faculty council email. The current web site ([lsuagcenter.net/departments/faculty/](http://lsuagcenter.net/departments/faculty/)) was set up during the council elections. This site requires someone with web master skills to maintain it. Mike presented another option for the council to consider. Sharepoint Team Services, a Microsoft product, is the web software he demonstrated. He showed the many features, including the ability to set up for multiple levels of accessibility, discussion groups, announcements, and an option for people to subscribe for notification of new materials and updates. Mike said this program is very flexible, and it is also a very powerful tool. The AgCenter Computer personnel will work with us to set the site up to fit our needs. He and Marty Rafcliffe will be the lead personnel in this endeavor. As we determine our needs and decide what type of site we want, Mike can set it up. Someone from the council can maintain it. Mike and Marty will train the individuals and will provide assistance when needed. Bill requested a link through the eCenter portal. The site will need a name so it will be easy to recognize. Mike concluded his presentation. The council thanked him for his time and effort in assisting us with this project.

- III. Business Meeting.

1. Sixteen members were in attendance: Bill Branch, Steve Harrison, Cathy Williams, Paul Wilson, Kenny Sharpe, Debbie Bairnsfather, Chris Clark, Jerry Whatley, Allen Hogan, Denyse Cummins, Becky Kelly, Arthur Villordon, Carl Motsenbocker, Nona Fowler, David Lanclos, and Lane Foil.
2. Minutes of the December 18, 2002, meeting were handed out. The council had received a copy via email previously. Jerry moved, and Nona seconded the motion, that the minutes be accepted as read. The motion carried.
3. There was no old business to discuss, so the council moved on to new business

4. The first item discussed was operating procedures during meetings. Bill discussed the role of the chair to keep the meetings on track and to give everyone a chance to speak. We must keep meetings focused so we can complete our business in a timely fashion
5. The meeting schedule was the next order of business. According to the bylaws, the council must meet a least quarterly. The group decided to wait until the end of today's meeting to set the next meeting date. The meeting location was also discussed. Possible locations in Baton Rouge are Efferson Hall or Burden. It was also suggested that we meet at Dean Lee on occasion to decrease the travel of the members from north Louisiana. This in turn led to discussion concerning use of remote sites to minimize travel. The sites are regularly available, but problems are often encountered. A new system is available for remote access from a personal computer. However, this method would require purchasing equipment at a cost of \$400.

The discussion continued with comments concerning the fact that there are many distance education sites. So, there is no need to go to the added expense of purchasing equipment. Another council member commented that these distance sites do not promote participation and discussion as well as meeting in person. Distance sites may be more feasible later as the council has fewer issues to discuss. It was also mentioned that travel expenses are not a problem for the Chancellor, so the first few meetings should be held in Baton Rouge with distance education as a back-up.

6. A discussion was held concerning the need for proxy voting. One member thought that proxy voting was not a good idea. He asked, "What input could a person have if they are not routinely involved?" The counterpoint to that question was that there may be a resolution that a member feels strongly about and that he/she would want someone there to vote. During the discussion, the possibilities of emailing voting and internal proxy voting were mentioned. Steve made a motion that the council be allowed to have internal proxies. The motion was seconded by Allen. The motion carried.

After this motion passed, it was suggested that we further define the use of internal proxies. If new business is presented and a vote is necessary during the meeting, will the voting only take place if a quorum is present? Internal proxies should only vote on

old business. The council will have different levels of action. A resolution will represent strong feelings, a formal statement discussed internally and externally. In this case, a proxy vote would be in order. The council must first decide how business will be conducted before establishing voting procedures.

Another council member asked if allowing proxy voting required a change in the by-laws or is it covered in Robert's Rules of Order. Jerry moved that we reconsider the previous motion of accepting internal proxy voting until the issue is clarified. Carl seconded. All members voted in favor. We will determine if proxy voting will require a change in by-laws and will also obtain information from Robert's Rules of Order. Then we can move forward on this issue.

7. The next topic of discussion was determining the "products" of the council. In addition to the bylaws, resolutions, policies, and motions were among the suggested terms. Resolutions will be the most important and will be numbered items. Policies would include internal operation of the council. Motions are routinely passed, recorded in minutes, but are not formal policies. The question was raised concerning use of the term "policies". Since these items will define how the council operates internally and will be not be included in the bylaws, the term "procedures" was suggested. Steve moved, and David seconded, that the category be named "Operational Procedures" to define how the council operates. The motion was approved unanimously. The issue of resolutions vs. recommendations was discussed next. The council decided that after discussion of key issues put before them, recommendations would then be sent to the Chancellor. These recommendations will be sent forth as a numbered list. Allen Hogan then described how the bylaws were written by the planning committee. He stated that these were designed to get the council started and were not designed to be all encompassing. The council can make changes as they needs arise. However, any change in the bylaws will take 1 month. After this discussion, the council agreed that the products will be bylaws, operational procedures, and recommendations. A suggestion was then made concerning quick delivery of the minutes of each meeting. Minutes will be sent to the council members for review and recommended changes. These minutes will be approved at the next meeting and then posted on the faculty website.
8. The next order of business was discussion of the need for standing committees. Currently, the council has an executive committee which includes the 3 officers, 1 off-campus member, and 1 on-campus member. Other suggestions for standing

committees included: elections, bylaws, promotion and tenure, grievance, and policy. The need for each of these committees was discussed individually. As for the bylaws, the council agreed that we are a small enough group and that changes would not be needed very often. The council as a whole could handle the bylaws. The council then decided that the election of new members each year would be handled by the executive committee. Therefore, no additional committee was needed. As for a grievance committee, the point was made that the one of the purposes of the faculty council is interaction with the LSU AgCenter faculty. The faculty should be informed that they can come to us, and we will seek input from them. Presently, no need for a separate grievance committee was identified. The need for a promotion and tenure standing committee was discussed next. The council agreed that we were elected to represent the faculty by location and rank. All council members would want to have input and should be involved in developing a promotion and tenure policy. A comment was made that if this issue of promotion and tenure is the business of the entire council, it will be very time consuming and may take the majority of time at council meetings. Kenneth Sharpe moved, and Denyse Cummins seconded, that promotion and tenure be dealt with as an entire council, including Ag Center Policy Statements 38, 39, and 42. During discussion of this motion, Steve amended it to include review of PS 38, 39, and 42. Carl suggested that we include PS 20, but the council agreed that grievance includes more than promotion and tenure and that grievance should be handled as a separate issue. After no more discussion, the motion carried. Continuing on the subject of promotion and tenure, the council decided that subcommittees should be formed for addressing each of the policy statements previously discussed. These subcommittees should carefully read and review the policy statement and identify points of concern. Since the entire faculty council will be involved in this issue of promotion and tenure, it was agreed that each council member must serve on a subcommittee. The committees are as follows:

1. PS 38: Chris Clark (chair), Denyse Cummins, Carl Motsenbocker, Lane Foil, Marybeth Lima, and Cathy Williams
2. PS 39: Nona Fowler (chair), Paul Wilson, Kenny Sharpe, Becky Kelly, Arthur Villordon, Kurt Guidry, and Bill Branch.
3. PS 42: Jerry Whatley (chair), Debbie Bairnsfather, Steve Harrison, David Lanclos, Don Boquet, Krishna Paudel, and Allen Hogan.

This concluded discussion of the need for standing committees. Other than the executive committee, no additional standing committees were formed. As the council continues to conduct business, committees may be formed as the need arises.

9. The Chancellor had several agenda items for the council. These were discussed as follows:
  1. Evaluation of Vice-Chancellors and Unit Heads: Dr. Richardson asked the council to evaluate the draft of the document. He wants input as soon as possible. The council briefly discussed the document, but further review will be conducted by each member after the meeting. All comments must be returned to Bill Branch within one week. He will then send the revised version to Dr. Richardson.
  2. A committee for immediate feedback on issues that must be handled quickly. The council had already informed Dr. Richardson that the executive committee will handle this.
  3. Administrative Council representative: The Chair of the Faculty Council, Bill Branch, will serve in this role. The Vice-Chair and Recorder will serve as first and second alternates, respectively.
  4. Executive Council representative: Bill Branch will also serve in this role. Bill will talk with Dr. Richardson about the possibility of informing the council of these meetings and allowing other members to attend.
  5. Visits to Experiment Stations and Departments: Dr. Richardson agreed that 1 or more representatives from the council should attend the meetings. These meetings will begin in February and continue through March. Council members will attend based on dates and availability.
10. The date was set for the next meeting. The council will meet in Baton Rouge on Wednesday, February 26 at 10 am. The location will be announced via email. Proposed agenda items include: subcommittee reports and reports from the Chancellor's regional meetings.
11. The motion to adjourn was made by Debbie and was seconded by Paul. All approved, and the meeting was adjourned.