

Minutes of the Faculty Council Meeting
31 May 2004

The meeting was called to order by Steve Harrison at 10:00a.

Members present: Donald Boquet, Bill Branch, Chris Clark, Steve Harrison, Allen Hogan, Clayton Hollier, Linda Hooper, Becky Kelly, David Lanclos, Brian LeBlanc, Todd Shupe, Jerry Whatley, Paul Wilson.

Also present were Chancellor Bill Richardson and Vice Chancellors Paul Coreil and David Boethel.

Reading and voting to approve the minutes of the 23 April meeting was postponed until completion of the Chancellors and Vice Chancellors comments.

Chancellor Richardson gave the following report on the current budget situation and comments on other topics.

The Revenue Estimating Committee increased anticipated oil prices to \$28.00 a barrel resulting in an increase in state revenues. 25.7 million dollars was added to the higher education budget. AgCenter unfunded mandates were funded at 100%. Campuses with tuition income were funded at only 60%. The AgCenter will support tuition increases for universities to make up the difference. The AgCenter is back to within \$100,000 of last years budget. Our worst case scenario is now a one million dollar deficit. There are no plans to request financial exigency. There are plans to try and identify funds for pay raises effective for 1 July 2004. Pay raises will be proposed to the Board of Supervisors at the August meeting.

Review and Advisory committees are being set up for the academic support groups

Meetings and discussions have been going on with dairy contact groups as to where we are going and how the AgCenter can best invest in dairy.

Major changes have been made at the Calhoun Research Station. Blair Buckley will be moved to the Red River Station and Charles Graham will be moved to the Pecan Station. Ron Robbins will work with the Master Gardener Program. There is an initiative to put a national veterans cemetery on the Calhoun Station. The property has to be donated. We are monitoring the situation. A civic organization wants 2-3 acres for a building. We have to be very careful about such donations as we can't know all the ramifications and problems this will cause in the future.

Question and Answer Session with Chancellor Richardson and Vice Chancellors Coreil and Boethel:

Linda Hooper asked if departments will still have to decrease their budgets?

Answer – Probably not but some savings are needed for pay raises – some will come from vacant positions. There is more leeway to be deliberate about changes now that the budget is improved.

Jerry Whatley asked if capital outlay would increase by transferring money from other areas of the budget?

Answer – There is much more requested in capital outlay than can be funded and there is little possibility of increasing capital outlay.

Bill Branch asked if the Extension Group at Calhoun will remain in place?

Answer – Yes.

Steve asked about the fate of the dairy support bills in the legislature?

Answer – The bills will probably not come out.

Allen Hogan asked if Southern University will be funded for a research station?

Answer – Southern is still trying to find a purpose and location. This, for the time being, seems to be a dormant issue. If they come to us, we (AgCenter Administration) will have plans for dealing with it.

Paul Wilson asked what happened to the idea of bringing Charlie Graham to the campus?

Answer – Charlie was needed more at the Pecan Station, which is to become a regional center for pecan research. David Boethel added that there was no recommendation from the Horticulture Summit for a position on campus for Charlie. Paul Coreil added that AR and MS will help to support pecan research. A rough draft of an agreement is already in place.

Chancellor Richardson then discussed other agreements in the process of negotiations with TX for rice research. David Boethel said that this is supported by Louisiana rice farmers.

Steve Harrison asked for an update on the Promotion and Tenure Committee?

Answer -- David Boethel –all campuses will have to have one by July 1. We will be close by then. We have more issues to deal with than the Baton Rouge campus because of academic-extension positions.

Jerry Whatley asked about the general feeling of administration on the internal committee reports on administration and support services and what the administration had expected in the way of responses from the Council?

Answer – Paul Coreil – They were excellent, a part of the process to improve and change. David Boethel – The reports and responses were good for the AgCenter. They began a dialogue. They are viewed as recommendations to use in making decisions. Chancellor Richardson –The administration expected a general response from the Council and not specifics, which will come at a later date.

Steve Harrison asked what the administration thought about the Council plans for conducting a survey of faculty to assess the performance of support services?

Answer – The chancellor approved of the concept.

David Boethel gave a report on the AgCenter policy for indirect cost distribution. In 2004-2005 the money will be distributed according to the formula: PI –15%, Department-15%, Pool to be distributed by the Chancellor's Office - 25%, Chancellor - 45%. The amount to the PI will increase to 25% in 2006. Also, contracts will carry a 15% indirect cost and commodity board

grants will have no direct costs. In response to Todd Shupe noting that industry grants of \$10,000 or less usually did not have indirect costs, Paul Coreil stated that it is important to be able to waive indirect costs, so we will continue to do that when it is helpful.

End of session with the Chancellor and Vice Chancellors.

Allen Hogan moved to accept the minutes of the 23 April 2004 meeting as written. Jerry Whatley seconded the motion. The minutes were approved.

Old Business:

Faculty Evaluation Forms – A discussion was lead by Brian LeBlanc and Don Boquet. The following problems were discussed.

Forms are more difficult to edit than need be and the font is too small. A spell check is needed. Some PARS activities are not suited for specific outcomes. This resulted in blank sections, which caused problems with some regional directors. A major problem with outcome statements for PARS is that they cannot be edited without Robert Richard unlocking it.

Faculty with Baton Rouge campus and AgCenter appointments have to complete two completely separate documents because the evaluation forms are so different. This requires excessive time to complete the evaluation.

The 2004 forms should be up and running but are not.

Regional directors are inconsistent in what they require on the forms. They need instruction to maintain consistency across the state.

IROD should meet with Research and Extension representatives to develop a one-stop user-friendly open format that will enable IROD to write the reports that are needed.

The Council decided to draft a letter describing these problems and recommendations to send to the Chancellor. Steve Harrison appointed a committee composed of Linda Hooper (chair), Brian LeBlanc, Jerry Whatley and Paul Wilson to write the letter. It is due the end of June.

Survey of faculty on Support Services -- This has the approval of the Chancellor and the Council will proceed with the survey. A committee of Kurt Guidry (chair), Mike Dunn, Krishna Paudel, Richard Vlosky, Allen Hogan and Paul Wilson will compile questions for the survey with input from the Council members.

Jerry Whatley requested that the Council send a letter to the Chancellor to obtain results of last years faculty satisfaction - loyalty survey. Todd Shupe noted that the success of the Council's planned Support Services Survey could be affected by the non-availability of the past survey. Steve Harrison will draft a letter to the Chancellor requesting the survey results.

Session with Ann Coulon:

Job description – Ann noted that there were inconsistencies in the policy statement, which is intended for tenure-track faculty but includes a job description template for associates, who are not tenure track. Instructors should be included but are not. The percentage assignments of faculty to teaching if left as is could cause problems because it is different from how it is reported. The COA pays a smaller percentage than the actual teaching percentage assignment.

Grievance Policy committee -- will be AgCenter wide and will include associates. Debbie Melvin (non tenure track) and Paul Wilson (tenure track) will represent the Council on the committee.

End of Session with Ann Coulon.

Dual Citizenship – The letter written by Steve Harrison expressing the objections of the Council to the Baton Rouge Campus policy was approved by Council vote. The letter will be sent to Chuck Wilson, the AgCenter Chancellor and Vice Chancellors.

Feedback Policy in Promotion and Tenure -- was brought up for discussion by Linda Hooper and Todd Shupe. There is a need for a feedback process in AgCenter promotion and tenure. On the A&M side there is a 5-day clock at each stage of the process for a candidate to rebut negative information in their packet. This allows time for the candidate to take action if needed on the content of the packet. Chris Clark pointed that the revised AgCenter PS42 does have a statement on feedback, but it might not be specific enough. Steve Harrison on PS42 to see what revisions might be needed to address feedback.

New Business:

Session with Kappie Mumphrey:

Ms. Mumphrey reviewed the strategic plan for IT. The plan has specific goals and objectives with time lines for each. The Council will review the plan and submit feedback on what is missing, if anything, after which it will be published. A Council committee of Paul Wilson, Steve Harrison, and Bill Branch will write the report by the end of June.

Ms. Mumphrey also discussed the new Content Management System (CMS), which will be tested through July for bugs and should be available in late fall.

Bill Branch inquired about the Enterprise Information System (EIS) for Accounting and HRM. This system will tie databases together so that data can be entered one time and used for multiple purposes?

Answer -- The EIS is in Phase I, which is to retrieve data from the Baton Rouge campus main frame.

Paul Wilson asked why we have to have separate passwords for PAWS and AgCenter. Why not a single password for all?

Answer -- IT is working on solving this problem; the problem is with the Baton Rouge campus.

End of Session with Kappie Mumphrey.

The meeting adjourned at 2:05p.