

Nontenure Line Faculty Committee Meeting Minutes

Friday, October 20, 2017

1:00 – 3:00 p.m., JCK 880

1:00pm Vice-Chair Kevin Jetton called the meeting to order and acted as Secretary
Attendance: Kevin Jetton Via Phone: Sharon Armstead
Amy Meeks Glynda Betros
Caprice Pierucci
Holly Wise Voting Members not able to attend:
Susan Holtz Hannah Thornton Howard Williams
Sherwood Bishop Matari Gunter Jo Beth Oestreich
Suzanna Okere Maureen Smith Renee Wendel
Amanda Meyer Matthew Bower Katherine Salzmann
Shannon Duffy Janet Bezner (Chair)
Maureen Lemke

Handouts: a. Meeting Agenda
b. Kevin's MLF Fall 2017 Reception Recap
c. A list of the 5 potential NLF Committee items to take on from the 9/8/2017 meeting
d. Oct 20, 2017 Report to NTLF Committee by Janet Bezner (10/18/2017)

1. Introductions & Announcements

- Everyone in attendance and on the phone calling-in introduced themselves
- Alex White's mother (in El Paso) recently passed away
- Kevin commented that both Chair Janet Bezner and Secretary Jo Beth Oestreich were out of town attending conference events and unable to attend
- Kevin ended up taking minutes of the meeting in Jo Beth's absence

2. Minutes from the past meeting on 9/8/2017

- Motion to approve, 2nd, all in favor, motion passed

3. NLF Fall 2017 Reception Recap and Reflections

- Kevin referred to his handout recapping the event (attached to the minutes). In addition:
- SUPER was the sentiment from all those in attendance (Food, Program, Beverages, Vibe)
- The time could be expanded from 4-6pm to 4-7pm
- Caprice will submit a copy of her receipts netted for the wine that was actually consumed and estimates it will come to about \$140
- Kevin was going to just donate the 2.5 cases of beer (\$110) to the cause (of the original 8 cases)
- Settlement of the final bills (Caprice) and transfer the net remaining funds (\$1,400 approx) needs to be officially dealt with still (Sherri M/Kevin J/Janet B/Valerie A to do)
- Overwhelmingly the committee felt it should be an annual event and:
 - Confirm a date next spring (ideally back at the Witliff Gallery)
 - Get started earlier and involve more in the sub-committee
 - Formalize the sponsor/exhibitor collateral and solicit much earlier
 - It was felt that despite it being a last-minute appeal to assorted university colleges & departments for funds to make-up an anticipated publisher 100% sponsorship shortfall, it was OK to re-ask for College & Department support in the future
 - Set up an official Faculty Senate sub-account for the NLF Committee for funds/expenses

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4. NLF Workshops

a. Workload release workshops in the past

- 9/26, 11 – Noon, Alkek 119 Attendance: 7 Who helped: Holly
- 9/27, 11- Noon Alkek 118 Attendance: 2 Who helped: Caprice, Maurine

b. Understanding Your Position as Nontenure Line Faculty Workshop (Alex White)

- Mon 10/23/2017 noon-1pm Alkek Library 119 Who can help: Kevin, Sherwood
- Tue 10/24/2017 noon-1pm Alkek Library 119 Who can help: Amy

c. NLF Orientation Workshop Session: Lead: TBD

- TUE 1/9/2017 2-4pm? Who can help?
 Sherri got the room last time and this time?

5. New Business Items:

a. Review of NLF Workload Release Requests (Update Only)

- Applications due Oct. 9, 2017
- +1 week for chairs
- +1 week for Deans
- THEN available to NLFC Oct. 24 approximately to the committee
- Will be on TRACS and ONLY full members of the committee can vote

b. We need to prioritize and pick 1-2 Initiatives from 9/20/2017 to take on

- The initial 5+1 (academic freedom) were reviewed with brief discussion on each
- The group was not able to come to a consensus on just 1-2 but general lack of information & facts was the case for most if not all of them
- Conclusion: additional thought, fact checking, research, and a recommended action plan or proposal was needed for each as follows:

Item#’s	Initiative(s)	Lead(s)
1 & 3	NLF recognitions at Convocation & Years Of Service calculations	Sherwood Bishop
2	Teaching theater lack of technical support	Amy Meeks Shannon Duffy
4	Retirement benefits as it relates to NLF	Amy Meeks
6	Academic Freedom (more focused on NLF)	Shannon Duffy

c. “Gun Free Office Zones” (Caprice)

- Caprice summarized her concern about the issue on campus and the “solo office” .vs. “shared offices” differences in what the options are
- Caprice will do further research and come back to the committee with the net of it much like 1 of the initiatives listed above

d. Andrew Marks Scholarship Initiative?

- Kevin volunteered to find out any updates after the meeting
- Mon 10/23: talked with Alex and others from his dept/college and the short answer is “NO” (nothing has been finalized, formalized and no concrete plans to do anything are underway now or in the future)

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6. Assorted Updates

- **Chair Janet Bezner Items: (Refer to separate handout) which everyone read over**
 1. Oct 2017 PAAG Meeting Report:
 - Title IX changes
 - Faculty reporting sick leave/sick leave policy
 2. Faculty Senate Goal for 2017-2018 - Strengthen Community
 3. Andrew Carnegie Fellows Program submissions
 4. General education change requests will go to the general education council
 5. Marketable skills
 6. Admissions
 7. FY 2018 Budget
 - Highlighted was the 1% merit increase pool and the story behind it
- **Vice-Chair Kevin Jetton Items (From Fall, 2017 University Leadership Assembly 10/16/2017)**
 1. Fall 2017 Enrollment Update
 - Further comments about Hurricane Harvey & Internal Student impact on enrollment was mentioned
 2. New Administrative Systems coming soon (being piloted)
 - Concur Travel Management (for travel booking, expenses, approvals, Duty of Care...)
 - SciQuest Contract Management (managing all university contracts, e-signatures, automatic renewals and workflows)
 3. Development (fund) Update
 - Commented about the Endowment fund solicitations and gift sizes/numbers
 4. Additionally, regarding enrollment:
 - Comments made about the impact of Hurricane Harvey & Internal Student travel

7. The meeting adjourned at 2:27pm

NEXT Meeting scheduled for Fri 11/17/2017 1-3pm JCK880