

**Baylor University Faculty Senate Meeting Agenda
Cashion 501**

**September 12, 2023
3:30pm-5:00pm**

Present: Gia Chevis, Sarah Ford, Holly Collins, Karena Malavanti, Kevin Tankersley, Jeremy Counsellor, LesLee Funderburk, Stanton Greer, Elissa Madden, Sara Alexander (Sub), Erica Ancira, Haylee Beard, Brad Bolen, Lotte Bostick, George Cobb (sub), Elesha Coffman, Derek Dodson, Adrienne Duvall, Bridget Fuselier, Christy Gantt, Tamara Hodges, Emily Hunter, Bob Kane, Erin Killingsworth, Rizalia Klausmeyer, Jill Klentzman, Scott Koziol, Michael Long, Ann McGlashan, Jeffrey Olafsen, Jessica Peck, Sam Perry, Matthew Piech, Jennifer Robbins, Lynn Tatum, Anzhong Wang, Joel Weaver, Lauren Weber, Matthea Williams, Sinai Wood, Kayla Collins

Absent: Hope Johnston, Jamie Van Eyck

Guests/New senators: Rebecca Thornton, Eric Swan

Guests: Karla Smith, Director, Accounts Payable; Joanie Pustejovsky, Assistant General Counsel

- I. Meeting Called to Order: 3:30 p.m.
- II. Invocation by Senator Fuselier: 3:31 p.m.
- III. Guests: 3:35
 - a. New Senators – unanimously approved.
 - b. Nontraditional lodging update
 - Karla Smith & Joanie Pustejovsky Effective 7/28/23 Exception clause was included in Travel and Business Expense Policy. Factors include: cost, security, location to emergency services, availability of management/concierge services, internet/data security, hotel sites, parking options, cameras, fire suppression systems, and differing laws/levels of protection of the location. The office will do their best to help faculty meet their needs.
 - University will not grant approval to stay in non-conventional lodging for student travel. Some rare exceptions exist such as for international travel
 - Failure to obtain an exception approval prior to booking or staying in non-conventional lodging will result in rejected expense reports and reimbursement requests.
 - Exception request process: **Employee:** prior to booking (identify travel authorization with prefer accommodations and traditional options. Request exception form). **Alternative lodging committee** meets twice a month to review exception requests and communicate approvals via alt_lodging@baylor.edu which can also be contact if under short timeline in additional to using the exception form. **Employee: if approved:** include approval notification email with reimbursement

- Links included here:
 1. Policy: <https://www.baylor.edu/risk/doc.php/399502.pdf>
 2. Memo: <https://procurement.web.baylor.edu/sites/g/files/ecbvkj781/files/2023-08/Non-Conventional%20Lodging%20Memo%20.pdf>
 3. Slides: Will be circulated by Senate Chair Chevis
- Q&A travel:
 1. Senator comment that travel budgets are impacted. Please relay to President's Council that this does impact faculty travel
 2. Senator question about validity of international 'hotels.' Joanie said to please ask, especially if it has to do with students. Please relay all details to the committee.
 3. Senator comment: There seems to be punitive nature of non-conventional lodging for booking travel when the policy/memos were not widely circulated. Joanie said please make sure to ask questions when they arise (via OGC/Procurement)
 4. Clarification that this policy is only when seeking reimbursement
 5. No clear list of nontraditional lodging. If there is any lodging question, please ask OGC/Procurement alt_lodging@baylor.edu
 6. Request to list Alternative Lodging committee with at least 2 faculty members. Provost has been asked for faculty members and has declined. The committee would welcome it.

IV. Reports: 3:45 p.m.

- a. Executive Committee Meetings (Senate Chair)
 - Discussed agenda items, noted importance for faculty to complete the surveys circulated by Baylor including Climate survey, upcoming COACHE survey, noted by-laws change re: Associate Deans eligibility takes effect this meeting
- b. Provost/EC Meeting (Senate Chair)
 - August meeting: strong and diverse new faculty class. Initiatives for DTB creating usable faculty handbook, clarifying clinical faculty roles, revising faculty evaluations, by-laws for NTT faculty. Discussion about Waco owning the aging water pipes around campus
 - Sept. meeting will occur tomorrow. Chris Holmes will discuss Title IX exemption letter. Priority list. Policy feedback (BU-PP 716 and 720), will ask about Transparency for colleagues of concern
- c. HR Meeting (Senate Chair)
 - FS needs a nominee for the University Retirement Committee (qualifications: Baylor employee on the plan, BGCT).
 - Care.com access/subscription will be covered by Baylor on a PILOT basis (opens this month). They welcome feedback on how easy is it to use)

- Spiritual well-being: Baylor providing 8 hours a year
 - UMR- if Mental health services were denied, reach out to Cassidy Orand in HR. Should have been approved
 - Family Movie Night: 10/14 at McLane (movie starts at 7:15); Aramark employees included
 - Lower premiums with Cigna, effective January '24
 - Changing to HSA Bank instead of BenefitWallet, effective January '24
 - Employee assistance provider changing to Optim (from Compsite)
 - Progeny Fertility Benefit, added for fertility treatment
- d. Business Office Meeting (Senate Chair)
- Mostly overview but discussed common pain points (such as adding vendors, honorarium payments update coming soon and continuing to be worked on)
- e. Faculty Regent Nominations (Senator Ford)
- New faculty regent beginning 3-yr term 6/2024.
 - Nominations due to Senator Ford by October 6th
 - 17 nominations thus far
- f. Senate Policy Committee (Senator Ford)
- Guest Housing policy
 - Adjunct faculty policy has a number of changes
- g. Associate Professor Advancement Committee (Senator Collins)
- Summer break due to VPFA transition. Senator Collins will back off due to serving on COACHE Committee.
 - Midcareer and full professors are welcome to serve
 - Reach out to Senator McGlashan or Senator Collins
- V. New Business: 4:00 p.m.
- a. 2023-2024 Priorities List
- Moved and seconded to consider the Priority list
 - Senator McGlashan discussed adding a priority on "Treatment of Older Faculty/Staff." Moved (hard and fast) deadline 2.5 months. By signing up for retirement means foregoing promotion eligibility by going on the retirement track. This appears to be a case of agism and can affect the lecturers too. Another senator reinforced that the language about retirement is subjective, and possibly the targeted letter for HR encouraging is offensive.
 1. Moved to add to Priority list; unanimously approved
 - Add Contract length to workload priority item. Definition of 10-month contract, when committees/service ends (i.e. in the summer) for workload priority item.
 1. Moved to add to Priority list, unanimously approved

- b. Bylaws Review Committee – motion from the Executive Committee
 - Senator Long volunteered to chair this committee
 - Unanimously approved
- c. Committee on Committees report – unanimously approved
- d. Draft revision of BU-PP 716 – Discussion and feedback
 - VPFA wanted Senate Feedback before this goes to Policy Committee. Reminder we are separating out the 3rd tier and the teaching professor title
 - Options for Title: University Lecturer had some support, and Distinguished had some but there was conversation that it may be confusing with the Distinguished Professor policy.
 - One Change language request: Summer sabbatical to Summer funding
- e. Draft revision of BU-PP 720 – Discussion and feedback
 - 3 additions of Mission-fit for PT faculty
 1. with Dean or Dean designee approval
 2. Already happening
 3. Even returning adjuncts would have to be scheduled for Provost interview
 4. Comment: Mission-fit may be done with Chair.
 - Advertise PT faculty through Interfolio that would add lengthy process
 1. Comment: Important for accreditation with robust qualifications check
 - Comment: Sounds like slippery slope of using post-docs and grad students without mission-fit criteria. Implications
 1. Research post-doc not currently subject to this
 - EC will bring these significant concerns to Provost/EC Meeting
- f. Other items from the floor
 - Senator: Personal experience where Vice Provost and Business office in one of the Schools relayed guidance to a Department Chair to assume cost of student materials (a faculty member had a simulation as assignment (if >\$25 out-of-pocket cost, not considering textbook).
 1. EC will raise the question. This will be added to New Business next time.

VI. Senator Perry motioned to adjourn, Senator Weber seconded. Unanimously approved.

VII. Adjourned: 5:00 p.m.