Minutes of the Senate Faculty Affairs Committee Meeting

Wednesday, February 4, 1998
1:30 p.m. in 315 Alumni Hall

PRESENT: Lauren Adamson, Marsha Clarkson, Barbara Green, Bernadette Hartfield, Juane Heflin, Julie Hotchkiss, Cennette Jackson, Ernie Larkins, Richard Miller, Gabor Patonay, Richard Pillsbury, Julie Rainer, Connie Rifkind, Brenda Smith, Roger Weed, Armenia Williams, and Bea Yorker.

ABSENT: Catherine Brack, Bill Decatur, Bill Kinyon, Edith Manns, Charles Rutheiser, and Phil Wierson.

ALSO ATTENDING: Jim Bohanan.

Approval of Previous Minutes
Chair Gabor Patonay opened the meeting by asking for any corrections to the minutes of January 20. On a motion by Brenda Smith, seconded by Armenia Williams, that minutes were approved as presented.

Faculty Workload Policy
Marsha Clarkson, subcommittee chair, presented a revised faculty workload policy draft #5. There was a suggestion that the sentence at line 30, "Likewise, faculty members are expected to be involved in significant service activities in addition to teaching responsibilities" be deleted. After a discussion of other minor changes which the committee authorized her to change, it was agreed that she would discuss it with the Provost and ask that it be sent to the Deans Group for review.

Evaluation of Administrators
Brenda Smith advised that the resolution asking that staff evaluations be conducted in 1998 for vice presidents Decatur and Scott has been forwarded to the Senate Executive Committee for action.

Discussion continued about adding staff evaluation components to the administrator evaluations scheduled for 1998. Administrators to be evaluated this year are Bob McGinnis, Tom Lewis, President Patton, and Deans Abdelal and Dietz. The subcommittee recommended staff evaluations for President Patton and the vice presidents. There will be no volunteer staff evaluators and each group of designated evaluators will be approved by the persons to be evaluated. The proposal for staff evaluation of Deans will be sent to the Deans Group for discussion. On a motion by Brenda Smith, seconded by Bernadette Hartfield, the committee unanimously approved the recommendation of the subcommittee.

Further discussion ensued about action to be taken for staff evaluations of vice presidents McGinnis and Lewis if the Senate Executive Committee does not approve because of the short time frame to implement the process. After discussion, Brenda Smith moved, seconded by Julie Hotchkiss, "that if the Senate Executive Committee does not immediately approve adding the staff component to the Evaluation of Administrators Questionnaire, that a request be made to the Provost for his executive authority to approve staff evaluations for vice presidents.
McGinnis and Lewis.” After further discussion, Richard Miller moved, seconded by Lauren Adamson, that the previous motion by tabled. On a show of hands, the motion to table was approved by a vote of 9 to 3 with 5 abstentions.

**403b Benefit Investment Accounts**

Barbara Green advised that the subcommittee had checked with 5 or 6 other states about the number of companies authorized to participant in their 403b programs. All of the states checked authorized less than 10 companies with the average being 3-5 participants. She advised that the Benefits Office is preparing a proposal on the number of companies that will be permitted to continue participation based upon the number of current employee participants in each program.

**Ombudsperson**

Gabor Patonay advised that the committee met with Lin Inlow, the former Ombudsperson, to discuss the job description and future role of a new Ombudsperson. Additional meetings are planned with no specifics to be presented at this time.

**Conflict of Interest**

Juane Heflin presented a draft conflict of interest policy developed by the subcommittee which included an Outside Activities/Conflict of Interest Disclosure Form. She advised that John Marshall, Assistant Vice President for Legal Affairs, was a member of the subcommittee and had been very helpful to the subcommittee on legal issues. She asked that the committee review the document and be prepared to discuss specific issues at the next meeting.

**Child Care**

Bernadette Harfield advised that the Americare Day Care Center was operating in the state parking garage at the corner of Decatur and Butler streets. The age limits for children are six weeks to 12 years of age. The hours are 7 a.m. to 6 p.m. She indicated that there are over 80 spaces available. There was a discussion about additional promotion to make GSU faculty, staff and students aware of these facilities. The committee concluded that additional information was needed and requested the subcommittee to visit to get a better feel of the situation.

There being no additional business, the meeting was adjourned at 2:55 p.m.

James Bohanan, Recorder

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Please send questions or comments to Mary Nell Stone