



Faculty Senate Agenda

April 1, 2024

3:30 p.m.

CALL TO ORDER

ATTENDANCE

APPROVAL OF MINUTES

March 4, 2024

PRESIDENT'S REPORT: David McFaddin

PROVOST'S REPORT: Sara Zeigler

GUEST SPEAKER:

- Camden Ritchie – SGA Update

NEW BUSINESS:

- Policy Updates – Lauren Keeler
 - (Visit policies.eku.edu to learn what policies and regulations are currently being revised or created.)
- Nominations for Faculty Senate Chair
- Nominations for Faculty Senate Vice Chair
- Revised Senate Internal Procedures (*action item*)
- Revised Organization of the Faculty (*action item*)
- List of Senator and Committee Vacancies (*information only*)
- 2024-25 Senate Schedule (*information only*)
- Other (*if any*)

REPORTS & QUESTIONS:

Executive Committee: Senator Kay

Faculty Regent: Senator Marion

COSFL: Senator Feltus

STANDING COMMITTEES:

Academic Quality Committee: Senators Hasan & Stevenson, Co-Chairs

Budget Committee: Senator Lauk, Chair

Elections/University Nominations Committee: Senator Spira, Chair

Information Technology Committee: Senator Fry, Chair

Rights & Responsibilities Committee: Senators Ginn & Slijepcevic

Welfare Committee: Senators Manning & Streetman, Co-Chairs

ADJOURNMENT

FACULTY SENATE MINUTES

March 4, 2024

3:30 p.m.

The Faculty Senate of Eastern Kentucky University met on Monday, March 4, 2024 via Zoom. Chair Kay called the sixth meeting of the academic year to order at approximately 3:30 p.m.

The following members were absent: D. Coffee*^, V. Collins, D. Fifer, S. Fisher*^, J. Hensley, M. Henton, P. Kraska*, E. Massey, C. Perry*, J. Plutt, S. Szabo

** Indicates prior notification of absence*

^ ALT Fontaine Sands attended for D. Coffey

^ ALT Kayla Davidson attended for S. Fisher

APPROVAL OF MINUTES:

Senator Grabeel moved to approve the February 5, 2024 minutes as written, seconded by Senator Cogdill. **Motion carried.** (YES = 44 votes NO = 0 votes ABSTAIN = 0 votes) (See also: [Individual Votes](#))

REPORT FROM THE PRESIDENT: David McFaddin

College of Osteopathic Medicine

We are continuing to push for support of HB 407 (which would allow ECU to offer an Osteopathic Medical program). Sponsored by House Speaker Pro Tem David Meade, it currently has 33 cosponsors and passed the House 91-0 on Feb 15. It is now in the Senate and was heard in committee for discussion purposes only on February 22. We are actively working to get it called to the Senate Education Committee for a vote. For more information on the College of Medicine, visit <http://www.go.ecu.edu/do>.

Legislative Update

There are 18 working days left in the 2024 legislative session. Legislators have introduced 1,526 bills and resolutions and ECU is tracking 261. Multiple bills that could impact higher education have been introduced, dealing with a variety of subjects: tuition waivers, guns on campus, post tenure review, DEI prohibitions, employee benefits, KEES funding, etc.

We expect the Senate to introduce their budget late this week or early next week. As a reminder, the House budget includes the following appropriations for ECU:

- Asset Preservation - \$25.9M annually
- Model Lab Phase II - \$59.1M
- Fire/tornado insurance (\$3,125,500 annually)
- \$2.8M per year for inflationary cost support on top of our general fund appropriation.

We are working very hard to secure additional funding for an Aviation classroom building, which is estimated at \$25 million.

Here's an update on bills of interest:

SB 1	Endowed research	Passed Senate 36-0 on 2/28	Received in House 2/29
SB 6	DEI prohibitions	Passed Senate 26-7 on 2/13	No Movement in House
HB 9	DEI prohibitions	Assigned House Education 1/15	No Movement as of 3/1
HB228	Faculty Performance	House Education Committee	Discussion Only 1/23
HB288	Guns on campus	Introduced 1/17	No Committee Assignment
SJR132	Hazard 4 yr study	Assigned S Education 2/12	No Movement as of 3/1
SJR170	CPE Doctoral study	Introduced 2/22	Assigned S Education 2/26
SJR179	KCTCS/Huron study	Introduced 2/27	Assigned S Education 2/29
HCR112	DEI Funding study	Introduced 2/26	No Committee Assignment
SB191	Performance Funding	Passed Senate 36-0 on 2/22	Assigned H Education 2/29

Budget Closeout

Senior Vice President Barry Poynter sent out a communication last week regarding the FY 24 budget closeout changes. For this year's closeout, we are going to trial a new method of budget management which I am calling "Budget Rollup." This is utilized by many of our peer institutions. For the remaining FY 24, we are going to trial the Budget Rollup to see if we can better meet our above mentioned budgetary goals. As a reminder, this is not a swipe of funds for department use. All monies will stay under the authority of the Vice President and available for necessary spend. In addition, this is not intended to be a spending restriction or a sequester, rather a mechanism for accessing end of year spending.

As it relates to foundation funds, on July 1, 2023, ECU started FY 24 with a scheduled plan to utilize \$8 million of nearly \$20 million in unspent Foundation funds to apply towards the university's core mission. These funds were intended by donors to go to the benefit of students and programs. For this reason, we applied those eligible Foundation funds to the areas that met the requirements of the donor intent. (*View the current year operating budget [here](#).)*

Both of these strategies are geared toward fully utilizing all resources available to support the innovative and necessary work that we do each day. With a commitment to continued investment in our students, our employees and our region we must also continue to refine and reinvest in key strategic areas of the University. Further, this exercise will help inform a zero-based budget approach to building the FY26 budget which will be presented and approved at the May 15th Board of Regents Meeting.

Giving Day

Our 6th annual Giving Day event begins on April 17th. The goal this year is to have 2,324 donors to commemorate the historical academic year that we have had with record enrollment growth, record retention and new and innovative programs that create an undeniable momentum toward the best days ahead for ECU. If you want to create a challenge, be an ambassador or get involved in some other way for ECU Giving Day contact our team at giving@ecu.edu.

Spring 2024 Commencement

It was announced during the Fall semester that the Spring 2024 commencement will be held at Alltech Arena at the Kentucky Horse Park in Lexington, KY, due to construction occurring within Alumni Coliseum. Ceremonies are planned for Friday, May 10, 2024, at 9 a.m., 1:30 p.m. and 6 p.m. There will be clear instructions provided soon that outline where the faculty check-in location will be, among other details. Check go.eku.edu/Spring24 for the latest information.

President's Excellence Awards

The time has come again this year to celebrate our outstanding faculty and staff. The window for nominations closed March 1, 2024. We will celebrate our colleagues on April 24 at the President's Excellence Award Ceremony.

EKU in the News

Find out about February news highlights on pages [3-4](#) in the written report.

Upcoming Events

- March 1 - President's Excellence Award Deadline
- March 11-15 - Spring Break
- March 31 - Budget Closeout Begins
- April 17 - Giving Day
- April 23 - Milestone Breakfast
- April 24 - President's Excellence Award Ceremony
- May 10 - Commencement (Kentucky Horse Park)
- May 15 - Board of Regents Meeting

REPORT FROM THE PROVOST: Sara Zeigler

Please be sure to check out the Faculty Center for Teaching and Learning Newsletter which is sent out by email every Monday morning as it contains a wealth of useful information.

We had a wonderful listening session with Amy Scarborough last week. Between Zoom and in person, we had over 80 faculty in attendance, and there was a great deal of discussion about both of the anti-DEI Bills and how that would affect faculty's role as educators.

We are continuing discussions with the drafting team on curriculum review and new program proposals. That work is ongoing with a faculty-dominated drafting team. More information will be shared as it becomes available.

A new working group is being formed related to competency-based education. This is an exploratory group that will bring recommendations forward from faculty about what programs might be suitable for competency-based education offerings, and whether we might want to pilot one or two of those. Shirley O'Brien is co-chairing that with John Williamson, and there is representation from all colleges. Information on the new group will be added to the Working Group Google Doc soon.

The [Provost Internship Program](#) deadline is April 5. If you or some of your colleagues are considering that, feel free to reach out to Dr. Carpenter or to myself to get more information.

There is a Sabbatical Showcase for Faculty Awards scheduled for April 9 at 5pm in the Keen Johnson Building Faculty Club in response to a request by the Board of Governors. The main events will be in Walnut Hall as well as in the Faculty Club for that.

Two bills dropped last week that will probably be of interest to you. One is [Senate Bill 269](#) that relates to requiring a course in American government for every undergraduate student. The other is [House Bill 652](#), which relates to Federal regulations involving biological sex, versus sexual identity, versus gender identity, and would promulgate some state specific rules there.

Please also look for our [Pedagogicon](#) and [Stephen M.R. Covey](#), who will be coming on May 15th as the keynote speaker. There is no cost to attend the keynote address, but you must have [tickets](#) so that we can plan appropriately for the event.

Abstract submissions for the University Presentation Showcase are due by Friday, March 18th for faculty. Please consider submitting your work so that we can all see it.

A [Faculty Writers Retreat](#) is scheduled for May 20-21 in the ECU Library.

GUEST SPEAKERS:

Student Government Association. Camden Ritchie shared a couple of upcoming events:

- Bingo Night - Wednesday, April, April 6
- Brett Young Concert – Wednesday, April 6 at 8pm.

Faculty Senate Chair Kay recently received a query through the virtual faculty suggestion box that she shared with Mr. Ritchie which asked why students that are pushed into taking online classes lose their gym membership.

Currently, students with less than 5 in-person credit hours are on a different tuition rate and therefore they do not pay for the E-3 Experience which includes perks like the gym membership. Mr. Ritchie is in discussions with Karen Peavler and Dannie Moore to hopefully find a workable solution for those students. More information will be shared as it becomes available.

New Space Utilization Initiative. VP Bryan Makinen, AVP Jill Price, and Space Utilization Manager Jessica Miesmer were in attendance to share information on the new space utilization initiative on campus. This initiative is about ensuring maximum and effective utilization of available shared space on campus suitable for scheduling classes for faculty and students as well as for other events in off hours such as in the evenings or on weekends to encourage more student engagement. To learn more, contact Jessica Miesmer (Jessica.miesmer@ecu.edu).

Faculty Compensated Redevelopment Guidelines. Dean Ryan Baggett and Assistant Provost Russell Carpenter were in attendance to discuss the new guidelines for 2024-25. The timeline for submissions is a little different this year. Usually applications are called for in the fall, but because of the timing, the call is out now for this spring. The deadline for submissions is at 4pm on Friday, April 5. Once awarded, work can begin on the projects by July 1. Canvas will be the platform used to input data.

To learn more contact Ryan Baggett, Russell Carpenter, or Anna Catterson. (Available Resources: [Faculty Compensated Course \(Re\)Development Guidelines](#) [must login with ECU credentials], [Faculty Proposal Template](#), [New ECU Canvas LMS Page](#))

NEW BUSINESS:

[2024-25 Tentative Senate Schedule](#). Chair Kay shared the informational item and encouraged the outgoing senators to share the dates with their elected replacements. The in-person meetings for next year will be in September, November, March, and May.

GENERAL & STANDING COMMITTEE REPORTS:**REPORT FROM SENATE CHAIR: Senator Kay**

The Faculty Senate Executive Committee met on February 19, 2024. The committee discussed the following topics: efforts to honor a former faculty member, the 2024-2025 tentative Faculty Senate schedule, internal procedures, and the faculty handbook.

Our next “Problem Solvers” meeting with the Provost will be on March 25th.

My next meeting with the President is scheduled for March 21st.

Provost Zeigler and I plan to give a presentation on the faculty turnover data at the next Board of Regents meeting.

Work on the 8Kby28 working group is now complete. The last full group meeting was on February 22nd. My understanding is that there will be an opportunity for the campus community to discuss this effort in April.

The drafting team for the Faculty Grievances Regulation recently met one more time to discuss some changes suggested by University Counsel Fohl. The regulation will now continue going through the vetting process.

There will be a call for nominations for Chair and Vice Chair at the April Faculty Senate meeting.

As noted in a recent email to faculty, we continue to read all of the comments received via the anonymous virtual suggestion box on the Faculty Senate website. We forward suggestions to relevant individuals or committees as appropriate, and also share the comments with Provost Zeigler and Regent Marion. Here are some topics of recent comments:

- Timing of progress reports and midterm grades
- Support for faculty concerns
- Rec center memberships for students whose schedules are partially online (on behalf of students)
- Health benefits for retirees
- Support for ECU Online programs
- Due dates/times for progress reports, midterm grades, and final grades
- Support for faculty now that we no longer have ombudsperson
- Impact KY Working Conditions Survey (23-34) results for Model Lab School
- First-day drop process
- Chautauqua Lecture Series
- Support for students besides SAIT form and student support referral form
- Shared governance, Faculty Senate authority
- Engagement at Faculty Senate meetings
- Advising obligations during breaks

Please note that the Office of the Registrar is obligated to follow the process outlined in the regulation found at

https://policies.eku.edu/sites/policies.eku.edu/files/policies/4.3.5acr_drop_or_withdrawal_from_courses_0.pdf.

You can find the new University Committee Dashboard at <https://success.eku.edu/portal/ekucommittee>. Any member of the University community who has an interest in being a member of a committee can take the following steps:

1. If it is a University committee, work with your corresponding dean's office to make your interest in serving on a committee known so you can be considered during a college vote.
2. Notify a committee chair of a VP, college, or departmental level committee with your interest.
3. Contact Ryan Wilson, and he can route to the appropriate contact for consideration.

Thank you to Ryan Wilson and the others who have been working on this project.

Here is some information regarding proposed legislation. Phone calls to Kentucky legislators in your home district should be made on personal phones, not university equipment. Please use respectful language in sharing opinions and arguments. The Legislative Message Line is 1-800-372-7181. Know that repeated calls over time are beneficial in helping legislators understand the significance of your ideas.

All bills proposed for the 2024 Regular Session can be found at:

- <https://apps.legislature.ky.gov/record/24rs/record.html>

Faculty may want to make calls concerning these bills if they have questions on DEI:

- SB6: <https://apps.legislature.ky.gov/recorddocuments/bill/24RS/sb6/bill.pdf>
- HCR112: <https://apps.legislature.ky.gov/recorddocuments/bill/24RS/HC112/bill.pdf>
- HB9: <https://apps.legislature.ky.gov/recorddocuments/bill/24RS/HB9/bill.pdf>

Tenure review bill:

- HB 228: <https://apps.legislature.ky.gov/recorddocuments/bill/24RS/HB228/bill.pdf>

The DO School:

- HB 407: <https://apps.legislature.ky.gov/recorddocuments/bill/24RS/HB407/bill.pdf>

If your Senate term is expiring in May, please remind your department to elect a replacement and alternate, and let us know who the replacements are by April 24th, if possible. Also, if you are going to be on leave or on sabbatical next year, please let us know if it's for the fall or spring only or for the full year, and who will serve in your place while you are away from the university.

REPORT FROM FACULTY REGENT: Senator Marion

The next meeting is scheduled for Wednesday, May 15.

See the recap of February 21 meeting below.-(See agendas linked [here](#).)

Reports/Updates:

- The reports focused on updates since the last meeting in November on topics related to financial affairs, academic affairs, student success, development, government relations, and Board committee reports. Key messages from the presented information were:
 1. Enrollment, particularly retention overall, continue to be at/near university high-level marks for most students, students from low-income backgrounds, state-defined underrepresented minority students (URM), and first-gen students. Together, maintaining these retention numbers coupled with maintaining traditional undergraduate enrollment while increasing online and graduate enrollment will be critical for sustaining and advancing the university.

2. Regarding retention, there are apparent indicators of low likelihood of student success, and there was an indication that the university is actively revisiting or will re-implement some type of admission/placement test for student applicants or at least student applicants not meeting certain academic benchmarks. Students who have the lowest likelihood of success utilize considerable university resources, including precious faculty and staff time and energy, and the university, while being a school of opportunity, has to be judicious in how it uses precious resources, including human capital, and financial support.
- The Financial Update was included in the Board agenda document, which shows the budget versus actual revenues and expenses is [available here](#).
 1. The financial update showed total revenues (\$150.6M) at the end of 2023-2024 matching very closely to actual expenses (\$150.4M), but expenditures being \$2.1M higher from education and general expenditures and expenditures being down among auxiliary units (including housing) by \$2.3M.
 2. Year-over-year tuition and class fee revenues were up \$5.2M from 2022-2023.
 3. The impact of the state's funding formula resulted in ECU receiving \$1.425M less state appropriations in 2023-2024 than the prior year (2022-2023).
 4. The largest increases in year-over-year expenditures were in the following areas:
 - Instruction expenses: Up by \$1.67M (92.75M v. 89.59M, + 3.53%)
 - Student services expenses: Up by \$1.35M (27.61M v. 25.75, +7.2%)
 - Scholarships/fellowship expenses: Up by \$1.40M (24.39 v. 22.99, +6.1%)
 5. Following the report, Vice-Chair & Regent Long inquired about ECU Foundation revenue that is typically received. VP Poynter indicated that the university receives typically over \$5M per year from the foundation and in years, like this last year, when the market is more favorable, the university can receive upwards towards \$7M to \$8M. The ECU Foundation will be providing as much as they do typically this year, and likely additional dollars as the Foundation and ECU have worked diligently to match donor intentions with student profiles among students seeking financial aid to ensure all available student support from scholarships is realized, which has resulted in an extra \$800,000+ coming into the university to support those students, and thus supporting the university overall.
 - From this communication, there was mention of the amount of other foundation support for units and divisions for expenses that are not scholarships. VP Poynter indicated there is an effort underway at the university to align those restricted charitable contributions with the university's expenses and projected expenses where an alignment exists that meets donor/fund intentions.
 - The Eastern Fund and many of the unrestricted funds that exist for supporting Colleges/Divisions/Departments are very helpful for making up the gap in state support over the years. With respect to restricted funds, I asked if donors perceive their gifts to the university as 'margin of excellence' contributions or contributions to maintain core/basic operations? In short, this is an active conversation, and gifts to the university are likely a combination of both.
 - In addition to the university area/division reports, reports from the Faculty Senate, Staff Council, and Student Government Association also included ([linked here](#)) there reports and delivered them in-person.
 - A Policies and Regulations Report ([linked here](#)) was provided by University Counsel.
 - Additional reports were delivered by the President and Board Chair, in which the President provided additional updates on the impact of state legislation on ECU, including the areas that are major benefits for ECU, including the ability to offer DO programs, increased support for capital maintenance/asset preservation, increases for tornado and fire insurance (\$4-5M extra in the base appropriation) and fully funding the replacement/renovation of Model Lab School and Alumni Coliseum, respectively. The President also mentioned that the various policy conversations may also have an impact on how we conduct the university business but conversations and planning with faculty and staff has been ongoing as the university monitors and actively encourages the legislature to make policy decisions that support our educational environment including aiming to keep our students safe.

On the rest of the Board's agenda were items relating to the following:

- Personnel Actions ([linked here](#)).
 - Included in the Personnel Actions item were the personnel statistics showing year-over-year changes in the number of ECU employees and personnel expenditures by job category. The categories included are full-time faculty, administrators/deans, full-time exempt staff, and full-time non-exempt staff. Also, changes by category are able to be viewed among part-time faculty, graduate assistants, part-time exempt, and part-time non-exempt employees.
 - Similar to the previous personnel report from the fall semester, year-over-year changes as of January 31, 2024 showed a reduction in full-time faculty. For this report, there was a reduction of 10, and an increase in part-time faculty. There was an increase in full-time exempt employees by 19 employees.
- Model Policy Updates ([linked here](#)) and Model Tuition and Fees ([linked here](#)) were approved.
- Board Bylaws Updates ([linked here](#)) were approved to align board bylaws with current state regs and board evaluation/self-assessment procedures while also setting a calendar for the calendar year for regular quarterly meetings.
- Council on Post-Secondary Education Foundation Match Items ([linked here](#)) were approved.
 - ECU is eligible for \$2.27M total in matching funds from CPE from the 2022-24 biennial budget's Comprehensive University Excellence Trust Fund to enhance certain funds from STEM+H fields. There were \$220,000 in funds approved to be recommended for CPE for matching consideration.
- DOCJT Land Lease ([linked here](#)) was approved.
- Discussion and/or Action related to the Board's Self-Assessment
 - The Board received a summary from me on the results of our self-assessment, which was based upon the Association of Governing Board's Self-Assessment Tool for Boards. The Board expressed a strong relationship with the President and the Board demonstrated clear indication that they are willing to show up for the university at events, programs, and meetings. For interest, a key focus of the report was the Board's clear interest in viewing updates and engaging more with the strategic plan on a more regular basis. The Board has an interest in having greater understanding regarding measurable university-level goals surrounding knowledge, innovation, and transformation. Greater understanding of how the university and its divisions are embracing the [strategic plan](#) were also emphasized. Furthermore, the Board indicated that it appreciates reports, and where practical, the Board can see data and information relative to benchmarks or our peers in Kentucky. The report closed with an indication that the Board plays a positive role in the local community and the Board perceives its members and actions add value to the university.

REPORT FROM COSFL: Senator Feltus

COSFL has not met, but we have been discussing through emails the situation at UK about the changes approved by their Board regarding Faculty Senate and shared governance.

STANDING COMMITTEES

Academic Quality Committee. Senator Stevenson reported that the committee is still working on their data review to look at patterns and grades since Covid to present and doing some comparison with undergraduates and graduates and online versus face-to-face students. Dr. Smith in the Math Department and a group of SAS students are assisting with the data analysis for our final report.

We're also developing a memo requesting early registration for student parents.

Budget Committee. Senator Lauk announced that the committee has met twice with Barry Poynter on budget updates. The reports Barry shared are like the reports that go to the Board of Regents which only shows the percentage at this point in time of revenues that have been received and expenditures that have been made. They really don't get into the nitty gritty that the committee would like to see. So, our next meeting will be with the Provost on March 20th to hopefully get a budget update from a programmatic standpoint. We have a pre-meeting scheduled with the Provost a week prior to the committee meeting to ask for the type of information that we would like to see. If anyone has specific budgetary questions related to programs, please forward those to us for inclusion in our pre-meeting with the Provost.

Elections & University Nominations Committee. Senator Spira stated that the continues to work on the adjunct faculty elections and plan to meet after spring break to review and finalize the list of candidates and then send out the ballots to vote. We hope to have an announcement at the next Senate meeting.

We are also working on the letter to send to department chairs about replacing outgoing senators. We hope to have replacements on board in time for new senators to attend the May organizational meeting.

Information Technology Committee. Senator Fry announced that the annual IT survey has been temporarily put on hold because of another immediate charge. As chair of the Senate IT Committee, he has been asked to serve on an ad hoc committee which has been tasked with putting out an RFP for a third party to evaluate and analyze ECU's IT system programs, infrastructure, staffing, and security. The RFP closed on March 1st, and we are now in the process of evaluating the proposals. The goal is to fix any parts of IT that are not working at optimal efficiency and to invest more in IT.

Our next committee meeting will be after spring break. If anyone has questions about the new charge, please contact Senator Fry.

Rights & Responsibilities Committee. Senator Ginn stated that the committee had their first meeting last month. We're comparing what changes were made from the Policy on Policies in 2021 and also comparing what rights ECU faculty have compared to our sister universities. All of that information is now in one place, and we are already tracking information. We hope to have a report for Senate in April.

Rules Committee. Senator Bishop-Ross reported that the committee has finished revising the Senate Internal Procedures as well as the Organization of the Faculty from part 7 of the old Faculty Handbook. Both documents have been submitted to the Executive Committee for review at their March meeting and should be presented to Senate for action in April.

Faculty Welfare Committee. Senator Streetman announced that the survey on Jaggaer should be ready to send out soon.

Our internal procedures have been revised and the update has been forwarded on to the Rules Committee.

ADJOURNMENT:

Senator Streetman moved to adjourn, seconded by Senator Grabeel, at approximately 5:30pm.

Timestamp	Email Address	Do you approve of the minutes for the February 5, 2024 meeting of the Faculty Senate?
3/4/2024 15:36:47	sarah.feltus@eku.edu	Yes
3/4/2024 15:36:49	rachel.bishop-ross@eku.edu	Yes
3/4/2024 15:36:49	chad.cogdill@eku.edu	Yes
3/4/2024 15:36:50	erin.stevenson@eku.edu	Yes
3/4/2024 15:36:50	marie.manning@eku.edu	Yes
3/4/2024 15:36:51	jessica.price@eku.edu	Yes
3/4/2024 15:36:52	raymond.lauk@eku.edu	Yes
3/4/2024 15:36:54	james.keller@eku.edu	Yes
3/4/2024 15:36:54	alison.buck@eku.edu	Yes
3/4/2024 15:36:54	vonja.grabeel@eku.edu	Yes
3/4/2024 15:36:54	lisa.jones@eku.edu	Yes
3/4/2024 15:36:55	mary.emanuel@eku.edu	Yes
3/4/2024 15:36:56	james.kirby.easterling@eku.edu	Yes
3/4/2024 15:36:57	todd.hartch@eku.edu	Yes
3/4/2024 15:36:57	karim.abdelhay@eku.edu	Yes
3/4/2024 15:36:57	maria.bane@eku.edu	Yes
3/4/2024 15:36:58	james.blair@eku.edu	Yes
3/4/2024 15:36:58	jason.fry@eku.edu	Yes
3/4/2024 15:36:59	matthew.howell@eku.edu	Yes
3/4/2024 15:36:59	thomas.couvillon@eku.edu	Yes
3/4/2024 15:37:00	fatima.hasan@eku.edu	Yes
3/4/2024 15:37:00	vigs.chandra@eku.edu	Yes
3/4/2024 15:37:02	laura.edwards@eku.edu	Yes
3/4/2024 15:37:02	erin.eliasen@eku.edu	Yes
3/4/2024 15:37:02	katie.moore@eku.edu	Yes
3/4/2024 15:37:02	nedim.slijepcevic@eku.edu	Yes
3/4/2024 15:37:03	sheri.mcguiffin@eku.edu	Yes
3/4/2024 15:37:04	pat.calie@eku.edu	Yes
3/4/2024 15:37:04	sara.ricogodoy@eku.edu	Yes
3/4/2024 15:37:05	abby.brooks@eku.edu	Yes
3/4/2024 15:37:05	jerry.palmer@eku.edu	Yes
3/4/2024 15:37:10	brian.clark@eku.edu	Yes
3/4/2024 15:37:13	kayla.davidson@eku.edu	Yes
3/4/2024 15:37:14	laura.newhart@eku.edu	Yes
3/4/2024 15:37:15	fontaine.sands@eku.edu	Yes
3/4/2024 15:37:21	adam.lawson@eku.edu	Yes
3/4/2024 15:37:29	melissa.dieckmann@eku.edu	Yes
3/4/2024 15:37:38	kenneth.foltz@eku.edu	Yes
3/4/2024 15:37:40	laura.rowe@eku.edu	Yes
3/4/2024 15:37:44	marcia.pierce@eku.edu	Yes
3/4/2024 15:37:51	curtis.streetman@eku.edu	Yes
3/4/2024 15:42:27	geela.spira@eku.edu	Yes
3/4/2024 15:43:14	david.stumbo@eku.edu	Yes
3/4/2024 15:52:58	cassandra.ginn@eku.edu	Yes

TO: Eastern Kentucky University Faculty Senate

FROM: President David T. McFaddin

DATE: April 1, 2024

RE: Faculty Senate April Report

Happy April 1st! As William Shakespeare wisely said, “April hath put a spirit of youth in everything.” I hope everyone gets out and enjoys the springtime energy of Spring on the Campus Beautiful. As we’re past our spring break and quickly approaching commencement, we’re now getting ready for a robust schedule of end-of-semester activities and events. I’m looking forward to the many upcoming opportunities to celebrate the success of our colleagues and students in the next few weeks.

Legislative Update

There are two working days left in the 2024 legislative session. The 10-day Veto Period began on March 29th and legislators will return to Frankfort on April 12 and 15 to override vetoes from Governor Beshear and potentially pass non-controversial bills.

The finalized state budget includes the following appropriations for ECU:

- Asset Preservation - \$25,910,000 annually (No Match Required)
- Model Lab Phase II Construction- \$59.1M (year 1)
- ECU Aviation Program - \$12.5M annually
- Fire/tornado insurance - \$3,125,500 annually
- Inflationary cost support on top of general fund appropriation - \$2,866,200 annually.
- Corbin Scholar House Childcare Center construction - \$5M
- Model Lab Mandated Program - \$4,571,900 annually
- ECU Manchester Endowed Scholarship Fund - \$200,000
- Pension Cost (KERS) Subsidy - \$6,236,800 (year 1) and \$5,345,800 (year 2)
- Debt Service - \$3,424,500 (year 1) and \$7,894,000 (year 2)
- Performance Funding: Total pool up \$29.2M to \$105M in FY25 & \$115M in FY26
- General Fund appropriation: \$60,842,300 annually

Here’s an update on bills of interest:

SB 1	Endowed university research	Delivered to Governor 3/28
SB 6	DEI prohibitions	Dead
HB 9	DEI prohibitions	Dead
HB228	Faculty Performance	Dead
HB288	Guns on campus	Dead
SJR170	CPE Doctoral study	Pending in House 3/28

SJR179	KCTCS/Huron study	Pending in House 3/28
HCR112	DEI Funding study	Dead
SB191	Performance Funding	Pending in House 3/28

Giving Day

On April 17th we will have one of the most exciting days of the year when we embark on our 6th annual Giving Day event. The goal this year is to have 2324 donors to commemorate the historical academic year that we have had with record enrollment growth, record retention and new and innovative programs that create an undeniable momentum toward the best days ahead for ECU.

Mark your calendar for that night for Trivia Night. Join the Alumni Association for an evening of trivia, prizes, and purpose at *Giving Day Live! Trivia Night* on ECU's annual Giving Day. Head over to Dreaming Creek Brewery for a night of trivia and fun. Kyle's Kitchen food truck will be available beginning at 5:00PM and trivia will begin at 7:00PM. Teams are asked to arrive by 6:30PM. If you want to create a challenge, be an ambassador or get involved in some other way for ECU Giving Day contact our team at giving@ecu.edu.

Spring 2024 Commencement

It was announced during the Fall semester that the Spring 2024 commencement will be held at Alltech Arena at the Kentucky Horse Park in Lexington, KY, due to construction occurring within Alumni Coliseum. Ceremonies are planned for Friday, May 10, 2024, at 9 a.m., 1:30 p.m. and 6 p.m. Check go.ecu.edu/Spring24 for the latest information.

I am excited to announce that this year's honorary doctorate was nominated by members of our Library team. Kim Michele Richardson, New York Times, Los Angeles Times, and USA Today bestselling author, has written five works of historical fiction, and a bestselling memoir. She is a bestseller with a readership in the millions. Her critically acclaimed novel, *The Book Woman of Troublesome Creek* is a recommended read by Dolly Parton and has earned a 2020 PBS Readers Choice, 2019 LibraryReads Best Book, Indie Next, SIBA, Forbes Best Historical Novel, Book-A-Million Best Fiction, and is an Oprah's Buzziest Books pick and a Women's National Book Association Great Group Reads selection. Kim Michele lives with her husband, Joe, an ECU alum in Kentucky. She is also the founder of Shy Rabbit-a writer's collaboration space. Learn more here: <https://www.kimmichelerichardson.com/about>.

President's Excellence Awards

I was pleased to recognize the work of so many of our colleagues named finalists for the 2024 President's Excellence Awards. Award recipients will be announced at a ceremony on Wednesday, April 24, 2024, at the Center for the Arts.

Emerging Leader Award

Lauren Keeler – Office of University Counsel
 Nicholas Moore – Communications and Brand Management
 Jasmine Nettles – Housing and Residence Life

Excellence in Community and Belonging

Laurel Addison – Slate
 Karen Edwards – Model Laboratory School
 Allison McCann – Campus Recreation

Excellence in Engagement and Hospitality

Heather Brent – Student Success
 Dr. Kelly Cogar – Center for Student Accessibility Services
 Carrie Foster – University Development

Excellence in Innovation

David Fifer – College of Justice, Safety, and Military Science
 Tiffany Hampton - Slate
 Dr. Matt Schumacher – Student Success

Excellence in Leadership

Dr. Brooke Bentley – College of Health Sciences
 Dr. Bryan Makinen – Facilities and Safety
 Jeremy Steele – Information Technology
 Johnna Thomas – University Development

March In The News:

- EKU and SCC Partnership - Social Work Degree
 - https://www.richmondregister.com/news/scc-partners-with-eku-to-offer-social-work-degree-through-transfer-agreement/article_2712f59b-2a63-5fc9-844d-e7e678be6351.html
 - https://www.somerset-kentucky.com/news/scc-partners-with-eku-to-offer-social-work-degree-through-transfer-agreement/article_ddce21b6-eb95-11ee-99be-a39cfec3e46c.html
- Manufacturing Engineering
 - <https://www.lanereport.com/172193/2024/03/students-choose-eku-for-manufacturing-engineering/>
 - https://www.richmondregister.com/community/students-choose-eku-for-manufacturing-engineering/article_b24e6bd4-e85e-11ee-87bd-b318cc96e25f.html
- COM
 - <https://spectrumnews1.com/ky/louisville/news/2024/03/21/eku-osteopathic-medicine-program>
- Baptist Health Arena at Alumni Coliseum Update
 - <https://www.lanereport.com/172101/2024/03/eku-begins-renovation-of-baptist-health-arena-at-alumni-coliseum/>
 - <https://www.weku.org/the-commonwealth/2024-03-19/major-renovation-work-at-ekus-alumni-coliseum-underway>
- Emergency Responders Feature - David Fifer
 - <https://fox56news.com/video/eastern-kentucky-university-training-the-next-generation-of-rescuers/9527606/>
- COM letters to the Editor
 - https://www.richmondregister.com/opinion/enthusiastic-support-for-osteopathic-medicine-at-eku/article_866dfbea-e2d4-11ee-87c6-47908473414a.html
 - https://www.somerset-kentucky.com/opinion/a-need-for-college-of-osteopathic-medicine-at-eku/article_839ebb04-dd82-11ee-a7bd-872921c34fc0.html
- Fall 2023 Graduation List
 - https://www.floydct.com/news/eastern-kentucky-university-announces-fall-2023-graduate-list/article_89c5c50a-e0b0-11ee-8634-d7f182df7f7a.html
 - https://www.paintsvilleherald.com/news/eastern-kentucky-university-announces-fall-2023-graduate-list/article_6b8ecd72-e0a9-11ee-92cb-4b2e6c49ba7d.html
 - https://www.thenewsenterprise.com/features/neighbors/eastern-kentucky-university-announces-fall-grads/article_fd636cd8-d268-5c44-ab6f-c3e8109684e0.html
 - https://www.state-journal.com/education/local-students-graduate-from-eastern-kentucky-university/article_16319942-dc10-11ee-81c0-fbcefb938c5a.html
 - https://www.pmg-ky1.com/test/the_anderson_news/anderson-county-students-excel-in-college/article_8b2f4a60-a7fb-52d1-8fc7-0372c1ba960a.html#tncms-source=article-nav-prev

- Fall 2023 Dean's and President's Lists
 - https://www.thenewsenterprise.com/features/neighbors/eku-announces-recipients-of-dean-s-award/article_27d82d47-388d-5318-81d5-867850eeb19b.html
 - https://www.thenewsenterprise.com/features/neighbors/area-students-earn-eku-president-s-award/article_f77e1577-06db-54bb-9b8e-799341ee0ecd.html
 - https://www.pmg-ky2.com/springfield/news/eastern-kentucky-university-announces-academic-honors-for-fall-2023/article_906941b4-1c16-5979-ae31-42d3b926bef0.html
 - https://www.state-journal.com/education/eku-releases-deans-list-deans-award-winners/article_b17ffeea-dd7b-11ee-81d0-339acec94acc.html
- EKU Student Entrepreneur Feature
 - <https://fox56news.com/news/local/richmond/eku-student-bringing-new-pickleball-facility-to-richmond/>
- Forbes Ranking: 2024 Best Online Homeland Security Programs
 - <https://www.forbes.com/advisor/education/law/best-online-homeland-security-degree-programs/>
- Lifetime Movie Filmed on EKU's Campus
 - <https://thecinmaholic.com/killing-all-my-sisters-where-filmed-cast/>
 - <https://list23.com/3721510-which-film-in-the-thriller-series-is-currently-in-production-and-who-played-the-lead-role-in-creatin/>
- Kentucky's Aerospace Industry is Soaring
 - <https://www.lanereport.com/171941/2024/03/public-policy-kentuckys-aerospace-industry-is-soaring/>
- Enrollment Increases
 - <https://www.lanereport.com/171906/2024/03/education-the-numbers-tell-a-story/>
- Apologies Expert - Dr. Beth Polin
 - <https://www.todayonline.com/world/how-apologise-you-mean-it-2378011>
- EKU Ranked Best Bang for Buck
 - https://www.sentinel-echo.com/community/eku-ranked-among-best-bang-for-the-buck-colleges-by-washington-monthly/article_713f9848-f1d7-5e29-8bb1-4e9fc9036c6d.html
- EKU Study Abroad Feature
 - <https://www.lanereport.com/171753/2024/03/study-abroad-transformational-eku-students-report/>
 - https://www.richmondregister.com/community/study-abroad-offers-transformative-experience-for-eku-students/article_fb21c8b4-dfb8-11ee-ab9d-134b38510472.html
- Kentucky Energy and Environment Cabinet EKU Student Interns
 - https://www.richmondregister.com/community/eku-students-stand-out-in-state-internships/article_951cc91c-d7cd-11ee-ac58-5fe70b99ac1d.html
- EKU Combats Teacher Shortage
 - <https://fox56news.com/video/eastern-kentucky-university-combats-teacher-shortage-connecting-student-teachers-with-districts-in-need/9480589/>
 - <https://fox56news.com/news/local/eastern-kentucky-university-combats-teacher-shortage-connecting-student-teachers-with-districts-in-need/>
- Kentucky Newsmakers
 - <https://www.wkyt.com/2024/03/01/kentucky-newsmakers-33-eku-president-david-mcfaddin-author-nick-rowe/>
- First certification in hypertension - EKU Grad
 - <https://md-update.com/2024/03/nurse-practitioner-becomes-first-advanced-practice-clinician-with-certification-in-hypertension/>
- Eastern Kentucky releases Fall 2023 President's List
 - https://www.state-journal.com/education/eastern-kentucky-releases-fall-2023-president-s-list/article_55c4b5e6-dc0e-11ee-bed0-4b8e716eb750.html

- EKU COM student feature
 - https://www.richmondregister.com/community/eku-pre-med-student-aspires-to-serve-barbourville-community/article_9d72f204-da60-11ee-83f7-2736a42323fc.html
 - <https://www.lanereport.com/171572/2024/03/eku-pre-med-student-sees-proposed-d-o-school-as-a-chance-to-serve-region/>
 - <https://pr.timesoftheislands.com/article/EKU-Pre-Med-Student-Aspires-to-Serve-Eastern-Kentucky-Community?storyId=65e2488a8f077bbdb80bcb5>

Upcoming Events

April 15-Sine Die-Last Day of General Assembly Session

April 17-Giving Day

April 23-Milestone Breakfast

April 24-President's Excellence Award Ceremony

May 10-Commencement (Alltech Arena at the Kentucky Horse Park)

May 15-Board of Regents Meeting

I look forward to celebrating the closing of yet another academic year with you in the weeks ahead.

One Eastern,

A handwritten signature in black ink that reads "David T. McFaddin". The signature is written in a cursive, flowing style.

Dr. David T. McFaddin

President

FACULTY SENATE INTERNAL PROCEDURES

Updated: March 2024

(submitted by Rules Committee)

PROCEDURES ALL FACULTY SENATORS SHOULD FOLLOW:

All Senators should report Senate activities to their election unit at least semi-annually.

PROCEDURES THAT ALL FACULTY SENATE COMMITTEES MUST FOLLOW:

General internal procedures found at:

<http://facultysenate.eku.edu/internal/all-committees>

<http://facultysenate.eku.edu/rules/standing-rules>

[http://facultysenate.eku.edu/sites/facultysenate.eku.edu/files/files/committees/Committee Checklist REVISED 02-01-17.pdf](http://facultysenate.eku.edu/sites/facultysenate.eku.edu/files/files/committees/Committee%20Checklist%20REVISED%2002-01-17.pdf)

All Senate Standing Committees are required to provide the Senate Secretary with written or electronic copies of their reports. Senators may serve on no more than two Senate Standing Committees.

Election of a Chair

The convener should call the committee into session as soon as possible and certainly before the September meeting. As soon as the Committee Chair is elected, he or she should inform the Senate Chair and the Senate Secretary.

Institutional Knowledge

To ensure the continuation of institutional knowledge, the new chair (or designee) should contact the previous chair (or a previous committee member if the previous chair is no longer available) to transfer any relevant materials.

Before Each Executive Committee Meeting

The Committee Chair should notify the Senate Chair and Executive Committee liaison as to whether there will be a committee report.

Circulating Material to the Senate

If the committee wishes to have any material circulated either with the Agenda (which goes to all faculty) or the Agenda materials (which go to senators only) this material must be given to the Executive Committee liaison prior to the Executive Committee meeting. If the committee specifically wants the material to go either with the Agenda or the Agenda materials they must so inform the Executive Committee, prior to the Executive Committee meeting, **in writing**.

Any motions [see below] must be listed on the Agenda and circulated prior to the Senate meeting if they are to be acted upon at the Senate meeting. Motions to be considered at a future meeting may be circulated by having a committee member arrive at least fifteen minutes early to a Senate meeting and put one copy at each place with several extras to the Secretary. This will take about 80 copies. Motions may be distributed electronically.

Giving Committee Reports

Committee reports should be given at Senate meetings whenever the committee has taken action(s) since the previous Senate meeting. A written report should be submitted to the Secretary, even if no conclusions have been reached. Reports should be on the Agenda, but if something suddenly happens, the Committee Chair should tell the Senate Chair prior to the meeting. If Senate action is required immediately and the necessary information has not been circulated, the committee will first have to ask for a suspension of the rules (requiring a two-thirds vote) in order to have any motion acted upon. Such an action should be used only in the case of an emergency.

When Making a Motion for Senate Action: Be extremely specific in the motion made. Ask the following questions about the motion before deciding to bring it forward to the Senate:

1. Does the motion require the Senate to make a direct recommendation to the President regarding a specific action?
2. Does the motion require the Senate to adopt a resolution?
3. Does the motion involve a problem that should be considered by another Senate committee? If so, when are they to report back to the Senate?
4. Does the motion involve a request for a University committee to consider a question?
5. Does the motion require a response from any committee?

Write the motion as short and explicit as possible, and keep the justification separate.

The motion should follow [this form: the form below](#).

To: Faculty Senate

From: The Committee on _____

Date: _____

The Committee on _____ requests that the Faculty Senate adopt the following motion at its meeting on ____ (date) ____.

MOTION:

A short, explicit statement of what is to be passed by the Senate.

JUSTIFICATION OF THE MOTION:

As long as necessary.

CHAIR AND VICE CHAIR ROLES IN THE SENATE

During the May Organizational Meeting of the New Senate

By tradition, the new Chair may preside over the following Organizational Meeting of the Senate.

Elections will be held to fill all vacancies in the Standing Senate Committees.

Nominations and elections of the COSFL representative and two alternates for COSFL are also required. These nominations must be made from members of the Faculty Senate. (There are three other COSFL representatives from Eastern Kentucky University: the Senate Chair, the Faculty Regent, and the AAUP President.)

After the May Senate Meetings

Meet with past Faculty Senate Chair and new Vice Chair to review responsibilities.

The new Chair should remind the new COSFL representatives to meet with the former COSFL representatives to determine how names are added to the COSFL Listserv.

The new Chair should notify each of the following that they can find a copy of the Senate Internal Procedures on the Senate website and copy the procedures as necessary for members of their committees:

1. Conveners of all Senate committees.
2. All new members of the Executive Committee.
3. New COSFL representatives. (Notify them of the link to the COSFL website on the Senate website.)
4. ~~The new Senate Chair responsibilities.~~

The President's office will invite the new Senate Chair to carry the Mace at May Graduation.

~~Assist~~~~Work with~~ the outgoing Chair of the Committee on Elections and University Nominations and the Secretary of the Senate ~~into preparing~~~~prepare~~ an updated membership roster ~~as needed~~.

Send a request to the Provost to ask that the current Adjunct Senator be given the ability to email adjunct faculty.

~~Other committees on which~~ the Senate Chair (and/or Vice Chair) ~~will serve as~~ an ex officio member on the following committees:

- Senate Executive Committee (Senate Chair and Vice Chair; Senate Chair will also chair this committee)
- Senate Committee on the Budget (Senate Chair)

- Council on Academic Affairs (~~or~~ Vice Chair ~~may serve~~)
- ~~University Budget Committee (if called)~~
- Provost's Council ~~(if called)~~
- University Strategic Planning Committee ~~(if called)~~
- General Education Committee (Vice Chair)
- Academic Quality Committee (Vice Chair serves as noted in Bylaws)

The Senate Chair will work with the incoming Vice Chair to decide how to share duties. Arrange to work together in a way that is comfortable and reflects the ~~reassigned time ratio of course releases~~ given to both people. The Chair has ~~six hours of reassigned time~~ ~~two releases~~, the Vice Chair ~~three hours~~ ~~one~~, so the arrangement should give about one-third of the burden to the Vice Chair.

During the Summer

The ~~Senate Secretary~~ ~~outgoing Chair~~ should have prepared a listing of dates of the Senate and Executive Committee meetings for the upcoming year ~~and shared the dates with the Executive Committee for approval~~. If this has not been done, the new Senate Chair will have to prepare a list.

In either case, the new Senate Chair will choose where the Executive Committee will meet. Circulate a copy of all dates and places to the members of the Executive Committee (or delegate to the Senate Secretary). Request that the Secretary post the dates on the Senate website and attach a copy to the September Agenda.

The Secretary will work with the Elections & University Nominations Committee to make an updated copy of the membership, and in late August, the Elections & University Nominations Committee will email it to each of the academic deans for verification of the names of any senators who will not be serving in the fall semester. Each of the departments involved should elect a replacement as soon as possible during the fall semester and submit the name to the Senate Chair; these changes should be forwarded to the Secretary as soon as they are known. When the amended roster is compiled, clearly indicate ~~whether if~~ replacements are temporary or permanent. If permanent, replace the names. Have as complete a copy as possible ready for the September Agenda and post it on the Senate website.

If any Senate committee members have been replaced, then there must be an election at the September meeting to fill ~~any~~ ~~the~~ open positions on the committees. ~~Contact the Elections and University Nominations Committee to inform senators and ask for nominations of people who are able to serve~~. Send notice of elections with the Agenda materials if pressed for time. The nominations can be placed on the Senate Agenda as unfinished business. Note, however, that when a one-semester committee vacancy occurs, such as in the case of a senator's sabbatical, the person replacing the senator for the semester on the Senate shall fill the senator's position on the committee.

Contact the President and Provost to schedule dates and times for meetings; begin meeting regularly as needed. Meetings with the President may be with the entire Executive Committee, as a vetting group for issues. Meetings with the Provost are as needed.

The Secretary will distribute the list of senators and Senate committee members with the Agenda material for the September meeting.

CHAIR AND VICE CHAIR INTERNAL PROCEDURES

The Chair must appoint someone to serve as Parliamentarian. In concert with the Executive Committee, the Chair will interview prospective candidates. The Parliamentarian is a voluntary position. The Chair and the Executive Committee are responsible for the Administrative Review of the President. It is the responsibility of the Chair to find out if the current academic year is the year in which the President will be evaluated.

Before Each Executive Committee Meeting

The liaisons to the Senate Standing Committees, the Faculty Regent, and the COSFL representatives should notify the Chair of any impending reports. Prepare background materials and invite interested and knowledgeable faculty to share information related to topics being considered for upcoming Senate meetings. Review Bylaws to identify Standing Committee Chairs that need to report each semester. Remind liaisons to review Bylaws and report effectively.

After Each Executive Committee Meeting

Working with the Senate Secretary, the Chair prepares the Agenda for the next Senate meeting. The Secretary will distribute an email, which contains a link to the Agenda and all pertinent attachments (including the [mMinutes](#) of the previous meeting, any information from the Provost's office, etc.), to each senator prior to the next Senate meeting.

Any material intended for distribution to [all faculty](#) must be posted on the Senate website.

Before Each Senate Meeting

The Secretary provides a draft of the minutes from the Executive Committee meeting for the Chair. The Chair prepares a report of the Executive Committee to be delivered at the next Senate meeting with a digital copy to be given to the Secretary.

~~Post Open Meeting notices (or designee—Vice Chair).~~

Work with the IT Committee to make sure that procedures are in place to conduct voting via the current voting method.

Prepare ~~visual~~ agenda and supporting ~~ing~~ materials [as needed for the meeting format](#).

Adjust gallery seating to provide an inclusive atmosphere.

After Each Senate Meeting

Following the Senate meeting, the Chair will send any approved policy or action via memo to the President and Provost. Also, if 10% of faculty petition for a meeting to address any Faculty-at-Large motions, send a memo to the President in June regarding any Senate-approved action(s) which require Faculty-at-Large voting after the August convocation. If documents were included with the Agenda or the Agenda materials, they will not normally be attached to the [mMinutes](#). If the Chair specifically wants something included with the [mMinutes](#), notify the Secretary.

Run voting tally reports (or IT Committee designee) and send to the Secretary for inclusion in the [mMinutes](#). Do not leave the meeting without this task completed.

Report to the Board of Regents

The Faculty Senate Chair will prepare a short report of activities to be presented at the quarterly Board of Regents Regular Meetings. Reports should be written and forwarded to the Secretary of the Board.

During the August Executive Committee Meeting

The Chair appoints an Executive Committee member to act as a liaison to each of the Standing Senate Committees and Senate Ad Hoc Committees. The Vice Chair automatically serves as liaison to the Academic Quality Committee. The Chair (or designee) serves as the liaison to the Senate Budget Committee. Set the Standing Committee charges with the Executive Committee.

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Before the September Executive Committee Meeting

The Senate Secretary should check the list of senators who have been replaced since May and see if any of the outgoing senators were on Senate Committees. If a newly elected senator is replacing an elected committee member, schedule a new election (either temporary or permanent) for the September meeting and include it on the Agenda (see above). If committee members are appointed, have their names ready to announce at the September meeting.

Develop and maintain a membership list for each of the Senate committees. The Secretary should post the lists on the Senate website and circulate them with the Agenda. If any committee chairs have been elected, indicate who they are on the membership lists.

The Chair should ensure that the Committee on Elections and University Nominations and the Secretary agree on the current membership roster. The Chair and Secretary should work together to ensure the roster is kept current and accurate and that the roster is posted on the Senate website.

The Chair should contact returning members of the IT Committee and request that they train the new IT Committee members on how to conduct Senate voting. If all members of the IT Committee are new, arrange for the previous IT Committee Chair (or designee) to train new IT Committee members on how to conduct Senate voting.

Conduct a New Senator Orientation prior to the first Senate meeting to review policy and process used in the Senate.

After the September Senate Meeting

Ask the Secretary for a list of the names of senators who were absent and had not previously notified either the Chair or the Secretary of their intended absence. The Senate Chair or the Chair of the Committee on Elections and University Nominations must check to see if any need to be replaced, either permanently or for the semester. This should be done immediately in case the department needs to complete an election prior to the October meeting. Make sure the Secretary is kept apprised of the names of any new or retiring members. [Remind Senate committee chairs to review committee internal procedures.](#)

Before the November Senate Meeting

Ask the Chair of the Committee on Elections and University Nominations to request that senators who are unable to serve during the spring semester notify the Committee on Elections and University Nominations as soon as possible. The committee must ensure that replacements are elected before the January meeting. If any of the senators are on Senate committees, schedule an election or appointment during the first spring meeting to find either a temporary or permanent replacement. If a senator is unable to serve for one semester due to sabbatical or other reasons and that senator is serving on a committee, the person replacing the senator shall fill the senator's position on the committee. The Senate Chair should forward the names of replacement senators to the Secretary as soon as they have been received.

In December

Contact the Secretary to discuss and confirm respective responsibilities. (This may not be necessary if the present Secretary is continuing in the position.)

In January

The Chair sends an email to the Committee on Elections and University Nominations to remind them to ~~encourage begin circulating questionnaires requesting~~ faculty to self-nominate for University and appropriate Senate committees for the next academic year.

Before the February Executive Committee Meeting

If any senators have not returned for the spring semester, determine whether they are on any Senate committees. If so, there must be a (temporary or permanent) replacement, either by appointment or by an election at the February Senate meeting. In the latter case, include the upcoming election on the February Agenda. See "Before November Senate Meeting" regarding one-semester replacements.

At the February Senate Meeting

Remind the senators that the Senate Chair is elected from all members who have previously served on the Senate. This includes former senators who are not currently serving. If an election is to be held for a new senator, it should be done before the March meeting of the Executive Committee, so ~~they/he/she~~ can be included ~~among them in a list (with the April Agenda)~~ of possible persons to be nominated.

Remind the senators that any elections for new senators should be done ~~by mid-April before the March Executive Committee meeting so that the names of those eligible for Chair can be circulated.~~ This includes senators whose terms have expired and any who know they will need a permanent replacement for the next year.

At the March Senate Meeting

Remind the senators that nominations will be taken for Senate Chair at the April meeting.

Ask any continuing senators currently serving on a committee to notify the Chair if they will not be able to serve in the fall semester without delay.

In Early April

Obtain a copy of the official University Calendar for the next year from the Provost's Office, and if possible, set the Senate meeting for the first Monday in each month (September through May) in which the University is in session. Schedule the Executive Committee meetings as near as possible to two weeks before the Senate meetings. Send an email listing these dates to the President, all returning members of the Executive Committee, and the Provost. The Provost's office will add the Senate meeting dates to the University Calendar. Attach a copy to the May Agenda of the new Senate. Send a copy to the new Senate Chair immediately after the May election.

Before Sending the Agenda Materials for the April Meeting

~~The Senate Secretary and Chair should compile a list of all new senators who have previously served on the Senate and include it in the Agenda materials. These people, as well as any returning senators, are eligible to be elected as Senate Chair.~~

Check with the Committee on Elections and determine which Senate committees will have openings in the fall. Add any additional positions from senators who are no longer able to serve. Check to see if any senators informed the Secretary they may not be able to serve. Send out a list of committee vacancies and list the names of continuing members on each committee.

Before the May Executive Committee Meeting

The Senate Secretary should compile a list of returning members on all Senate committees, and the Chair should prepare to appoint one of them as a convener for the next year. If a committee has no returning members, the Chair chooses a convener as soon as the election has been held.

The Secretary should circulate with the May Agenda a list of all positions to be filled by election at the May meeting of the New Senate, including the nominees for new Senate Chair.

Include a list of the new Senate membership with the May Agenda of the new Senate.

Before the May Senate Meeting

Compile a list of all senators whose terms are expiring or who will not return the next year for any other reason. Request that the Secretary print Senate Appreciation Certificates for them. These need to be signed by the Chair and the President before the May Senate meeting.

During the May Senate Meeting

Give out the Senate Appreciation Certificates.

Elect the new Chair [and Vice Chair](#) of the Faculty Senate at the beginning of the organizational meeting which will convene immediately after the regularly scheduled meeting.

The outgoing Chair will then turn the gavel over to the newly appointed Chair along with a list of vacancies that still need to be filled.

~~After the May Senate Meeting~~

~~The Senate Chair should work with the incoming Vice Chair to decide how to share duties. Arrange to work together in a way that is comfortable and reflects the ratio of course releases~~

given to both people. The Chair has two releases, the Vice Chair one, so the arrangement should give about one third of the burden to the Vice Chair.

EXECUTIVE COMMITTEE INTERNAL PROCEDURES

The Executive Committee (XC) of the Faculty Senate consists of the Chair of the Senate (who serves as Chair of the Executive Committee), the Vice President for Academic Affairs/Provost, the Faculty Regent, and six members elected by the Senate from its elected membership. Committee membership shall be for the duration of the elected senator's term.

The Executive Committee meets typically 1–2 weeks prior to each Faculty Senate meeting. The Executive Committee also meets with the President on a monthly basis. Should the need arise, the group may meet other times than the regularly scheduled monthly meeting in order to advise the President.

Members of the Executive Committee will be assigned liaison functions per Faculty Senate Bylaws. Liaisons are expected to share pertinent information about the committee work. If necessary, they will notify the Faculty Senate Chair of the need to invite Committee Chairs to Executive Committee meetings.

The Executive Committee serves as a leadership group that assists with informing faculty of pertinent issues. The group vets policy and assists with determining first reading of Agenda items prior to action.

The Executive Committee is the group that implements the evaluation of the President (Policy 4.8.1P).

Before Each Executive Committee Meeting

Liaisons to the Senate Standing Committees, the Faculty Regent, and the COSFL representatives should notify the Chair of any impending reports and/or action items.

ACADEMIC QUALITY COMMITTEE INTERNAL PROCEDURES

The Academic Quality Committee has primary responsibility for fundamental areas such as curriculum, subject matter, methods of instruction, research, faculty status, and those aspects of student life that relate to the educational process.

The committee should work to complete the charges of the committee as received from the Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders.

In August Elect committee chair/co-chairs and secretary and inform the Faculty Senate Chair and Secretary. One member of the committee is selected to serve on the Council of Academic Affairs (CAA). Set monthly meeting day, time, and venue for Fall and Spring and inform the Faculty Senate Chair and Secretary for posting to the Faculty Senate webpage.

In September Receive charges from Faculty Senate Chair (from Chair's report or from Executive Committee's liaison to the Academic Quality Committee). Then monthly accept additional charges as distributed.

Before the regular meeting in May The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.

In May The committee chair shall submit a written annual report to the Faculty Senate at the May meeting.

BUDGET COMMITTEE INTERNAL PROCEDURES

The purpose of the Budget Committee shall be to provide a channel of communication between the Faculty Senate and the Administration on matters relating to the formulation of the University budget. The committee shall be available as an advisory agency to the President of the University in those matters relating to the budget-formulation process and will meet with the President at least once each semester to receive information about budgetary matters. ~~The Chair of the Budget Committee serves as a member of the Budgetary Advisory Committee.~~

The committee should work to complete the charges of the committee as received from the Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders.

The following is a suggested timeline:

In August Elect committee chair/co-chairs and secretary and inform the Faculty Senate Chair and Secretary. ~~The Chair also serves on the President's Administrative Council.~~ Set monthly meeting day, time, and venue for Fall and Spring and inform the Faculty Senate Chair and Secretary for posting to the Faculty Senate webpage.

In September Receive charges from Faculty Senate Chair (from Chair's report or from Executive Committee's liaison to the Budget Committee). Then monthly accept additional charges as distributed.

Before the regular meeting in May The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.

In May The committee chair shall submit a written annual report to the Faculty Senate at the May meeting.

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Comment [1]: This is the committee that replaced the "President's Administrative Council." This statement was also moved from the August procedures to overall procedures.

Comment [2]: Removing this line and the line in August to reflect the changes to old Part 7 of the handbook as neither of these groups exist.

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ELECTIONS AND UNIVERSITY NOMINATIONS COMMITTEE INTERNAL PROCEDURES

At the first meeting of the academic year, the committee should do the following:

1. Elect committee chair/co-chairs and secretary and inform the Faculty Senate Chair and Secretary.
2. Set monthly meeting day, time, venue for Fall and Spring and inform the Faculty Senate Chair and Secretary for posting to the Faculty Senate webpage.
3. Review the primary duties of the committee as stated in [Organization of the Faculty of Eastern Kentucky University Part VII.E.2 Faculty Handbook, Section Seven VII E 2](#) as well as,
 - <http://facultysenate.eku.edu/internal/elections-committee>
 - <http://facultysenate.eku.edu/internal/all-committees>
 - <http://facultysenate.eku.edu/rules/standing-rules>
 - <http://facultysenate.eku.edu/sites/facultysenate.eku.edu/files/files/committees/Committee Checklist REVISED 02-01-17.pdf>
4. Work to complete the charges of the committee as received from the Faculty Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders regarding faculty elections.
5. Conduct nominations/elections for:
 - a. Faculty Senate Membership
 - b. Faculty Senate Committees
 - c. Adjunct Senator
 - d. Faculty Senate Chair/Vice
 - e. Faculty Regent

This committee has an Appendix that includes the following:

- Sample Letter to Department Chairs
- Sample Timeline and Email to Faculty Senate Chair Re: Adjunct Election
- Sample Email to Department Chairs Soliciting Adjunct Names
- Sample Email to Eligible Adjunct Candidates

Check Faculty Senate Membership

In mid-March, the Committee Chair, the Senate Chair and the Senate Secretary should work together in compiling a current list of Senate membership for the upcoming year. After the committee has the updated membership list, an email must be sent to all the departments who

need a replacement for the fall semester reminding them to hold an election as soon as possible. Remind them to also elect an alternate or alternates to serve in case the elected senator is unable to attend any meetings. In addition, be sure to ask if any of their elected senators will be out on sabbatical or other leave in the fall and/or spring and if the elected replacement(s) will be temporary or permanent. Each department should review their number of full-time faculty to see if they have the right number of representatives on the Faculty Senate. Include the table below in your correspondence.

Number of Faculty	Number of Senators
1-14	1
15-29	2
30-39	3
40-49	4
50-59	5
etc.	

FYI: Regular Senate terms are for 3 years and faculty can serve 3 consecutive terms. After that they have to sit out one year before they can be re-elected to serve again. (NOTE: The dean's term and the adjunct faculty term are for two years only)

(See the **E&UN Internal Procedures Appendix** for a sample letter to send out to departments on getting updates for outgoing senators.)

Check Faculty Senate Committees

Review the monthly Faculty Senate agenda to see if there will be any elections at the Senate meeting for vacancies on Senate Committees. Correspond with the Chair of Information Technology Committee (IT) to set up electronic voting for the election. Ensure that all incoming senators have the latest information available on the voting process. Voting is facilitated by the Senate Chair.

Election for Faculty Senate Chair/Vice

The Elections and University Nominations Committee of the Faculty Senate will oversee the annual nomination and election of Faculty Senate Chair and Vice Chair. Nominations are taken at the April Faculty Senate meeting. Elections are held at the organizational meeting of the new senate in May.

Solicitation for Volunteers for Policy/Regulation Drafting Teams and Unexpected Vacancies on University Committees

Faculty are limited to serving on a maximum of two University standing committees during the academic year.

Throughout the year, it is possible that the Senate Chair will ask the Committee to solicit volunteers, who may or may not be serving on the Faculty Senate, to serve on policy/regulation drafting teams or to fill unexpectedly vacant faculty positions on university standing committees. Ask the Associate Provost and the Senate Chair for recommendations. If that yields no one, advertise the opening on ECU Today. For vacancies designated for representatives of specific colleges, the Committee must ask the dean of the college or the chair of the given committee for nominations. For certain committees, membership is identified in accordance with a specific policy provision.

Election for Adjunct Faculty Senator

The Elections and University Nominations Committee of the Faculty Senate will oversee the nomination and election of the adjunct faculty representative on Faculty Senate. The adjunct faculty representative shall serve a two-year term that is contingent upon the adjunct representative's being contracted by the University to teach again.

If the adjunct faculty representative is unable to complete the full two-year term, the first runner-up in the election process will be offered the opportunity to fulfill the remainder of the term. If the first-runner up is not available, the second runner-up will be offered the opportunity to fulfill the remainder of the term.

In February: Establish a timeline for the election process and contact chairs of each department (or request that the Faculty Senate Chair initiate contact) requesting names of eligible adjunct faculty to serve as the adjunct faculty representative on Faculty Senate.

(See **E&UN Appendix** for sample timeline email and sample email to department chairs.)

In March: Contact the candidates requesting a short bio that includes their reason for wanting to serve on Faculty Senate.

(See **E&UN Appendix** for sample email to candidates.)

In April: Correspond with the Office of Institutional Research for dissemination of an election ballot listing the nominees and their bios. Forward the results to the Faculty Senate chair and Secretary.

Election of Faculty Regent

Term of Office

The Faculty Regent shall serve a three-year term, which begins on April 1 of the academic year in which the election is held and ends on March 31. The Faculty Regent shall serve for a term of three years and until a successor is elected and qualified. The Faculty Regent shall be eligible for reelection but shall not be eligible to continue to serve as a member of the Board if no longer a

member of the teaching or research faculty staff of the University. Elections to fill vacancies shall be for the unexpired term and shall be held in the same manner as the original election.

Eligibility to Vote for Faculty Regent

All full-time faculty members, clinical faculty, and university librarians holding comparable rank are eligible to vote for the Faculty Regent. However, faculty with administrative assignments at or above the level of department chair are not eligible to vote in the Faculty Regent election.

Eligibility to Serve as Faculty Regent

In order to serve as the faculty member on the Board of Regents the faculty member must:

1. Hold the rank of Assistant Professor or higher;
2. Be a full-time member of the teaching or research faculty whose faculty-load assignment includes 50 percent or more teaching and/or research. (KRS statute 164.321).

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Nomination of Faculty Regent

1. A faculty member is nominated by the submission of a petition for nomination to the Faculty Senate Committee on Elections. The petition must be signed by at least twenty (20) members of the faculty who are eligible to vote and who have signed no other petition for nomination in the current election.
2. The Committee on Elections and University Nominations shall certify the validity of the nominating petitions prior to making up the ballot for the election.
3. Each eligible voter may vote for one of the persons nominated.
4. If no person receives a simple majority of the votes (50% + 1) cast on the first ballot, the Committee on Elections and University Nominations shall prepare a second ballot, which will contain the names of the two persons receiving the highest number of votes on the first election ballot, and conduct a second election. The candidate receiving a simple majority of votes (50% + 1) shall be elected to the position.
5. The Committee on Elections and University Nominations shall certify the results of the election and deliver the results to the Chair of the Senate.
6. The Chair of the Senate shall certify the results of the election and deliver the results to the Secretary of the Board of Regents.

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FACULTY REGENT NOMINATION PETITION

for the term April 1, 20____

through March 31, 20____

(Change dates as appropriate)

We, the undersigned, are eligible to sign a petition of nomination for candidates for the position of Faculty Regent, support the nomination of the below named faculty member, and certify that we have signed no other nomination for a candidate for the cited term of office.

Nominee's Name Academic Rank Department

Petitioners

Signature Printed Name Rank Unit

Provide as many lines as you can on the page, but space them far enough apart to be easily read.

A brief (100 word) biographical sketch including educational background and professional experience should accompany this petition.

Page ____ of ____

(end of Faculty Regent section)

Before the Regular Meeting in May

The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.

E&UN Appendix:

Sample Letter to Department Chairs

(Request for replacement Senators before May Organizational meeting – Share revised letter when available with Senate Chair who will distribute the letter via listserv.)

DEPARTMENT CHAIRS

At the time you elect a senate replacement, please be sure to elect an alternate (or alternates) who can attend meetings if your elected representative cannot attend. Remember, elected alternates have the same voting rights as your elected representative. (Substitutes, who attend for the representative but have not been elected as an alternate, may speak on issues but are not eligible to vote on actions.) Please forward the names of your elected representative and alternate(s) to

Chair (insert chair name) (chair email address) and Secretary (insert secretary name) (secretary email address).

All chairs, inform the Senate Chair and Secretary if you have a senator whose term is still current but will be unable to serve for the 2022-2023 (adjust years as needed) academic year (examples: sabbatical, medical leave, etc.) and identify who will be filling in for them for the fall and/or spring semester or completing the rest of the elected term.

All chairs should review their total number of full time faculty to see if their number of elected representatives has changed. This is especially important if areas or departments have combined as this may affect the total number of representatives for your area. Be sure to let us know of any changes that will affect the number of representatives your area is entitled to serve on Faculty Senate. Also, please let us know if your area or department name has changed and/or college location so we can update our records.

Number of Faculty	Number of Senators
1-14	1
15-29	2
30-39	3
40-49	4
50-59	5
etc.	

Sample Timeline and Email to Faculty Senate Chair Re: Adjunct Election

The Elections Committee is in the process of filling the Adjunct Faculty Senator seat. We will solicit names from the department chairs through February (insert date). On March (insert date), we will ask for short biographies from the candidates to create the ballot. We will then have the election beginning on April (insert date) in order to have an elected Adjunct Senator in place for the May organizational meeting.

The first step in the process is to send the message below to the department chairs. In the past, the Senate Chair initiates this contact. Would you please send the message below to the department chairs?

Thank you,

E&UN Committee

Sample Email to Department Chairs Soliciting Adjunct Names

(Send to the Senate Chair, who will distribute the letter via listserv.)

Dear Chairs,

The Elections & University Nominations Committee of Faculty Senate is looking for an adjunct faculty member to serve as Adjunct Faculty Senator. Moving forward, we need a list of eligible adjunct faculty members in your department. In order to be eligible, the faculty member must be currently contracted by the University to teach.

Please submit a list at your earliest convenience or before February (INSERT DATE) to (INSERT NAME OF COMMITTEE CHAIR) (INSERT EMAIL ADDRESS).

Thank you very much for your participation in the shared governance of ECU.

Sample Email to Eligible Adjunct Candidates

(Committee Chair sends memo to candidates)

Hello,

My name is (INSERT NAME), and I am the Chair of the Faculty Senate Elections & University Nominations Committee. Your name was provided by your department chair as someone eligible for, and perhaps interested in, the vacant Adjunct Faculty Representative position on Faculty Senate. If you are not interested in this position, you may delete this email. If you are interested and are indeed an adjunct faculty member, please respond with a short bio that includes your reasons for wanting to serve on Faculty Senate before (INSERT DATE).

The next step in the process will be the actual election to fill the vacant seat.

Thank you very much for your time!

RIGHTS AND RESPONSIBILITIES COMMITTEE INTERNAL PROCEDURES

The Faculty Rights and Responsibilities Committee shall make recommendations to the Senate on matters including, but not limited to, promotion, tenure, grievance, and workload.

The committee should work to complete the charges of the committee as received from the Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders.

The following is a suggested timeline:

In August Schedule monthly meetings by September 1 for the fall semester. Forward days, times, and venues of meetings to the Faculty Senate Chair and Secretary for posting on the Faculty Senate website. Elect committee Chair/Co-chairs and inform the Faculty Senate Chair and Secretary. Receive charges from the Senate Chair.

In September Receive charges from Faculty Senate Chair (from Chair's report or from Executive Committee's liaison to the Rights and Responsibilities Committee). Then monthly accept additional charges as distributed.

Before the regular meeting in May The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.

In May The committee chair shall submit a written annual report to the Faculty Senate at the May meeting.

FACULTY WELFARE COMMITTEE INTERNAL PROCEDURES

The primary function of the Faculty Welfare Committee is to sit on the University Benefits Advisory Committee, raise appropriate questions, and become knowledgeable about all benefit programs and communicate (explain) that information to the Senate in a timely manner.

The committee should work to complete the charges of the committee as received from the Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders.

The following is a suggested timeline:

In August Elect committee chair/co-chairs and secretary and inform the Faculty Senate Chair and Secretary. Set monthly meeting day, time, and venue for Fall and Spring and inform the Faculty Senate Chair and Secretary for posting to the Faculty Senate webpage. Invite a member of the Staff Council to attend meetings as a non-voting member. Contact the President and Provost to set the advisory meeting schedule for the year. The first advisory meeting should take place before September 15th.

In September Receive charges from Faculty Senate Chair (from Chair's report or from Executive Committee's liaison to the Faculty Welfare Committee). Then monthly accept additional charges as distributed.

Before the regular meeting in May The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.

In May The Committee Chair shall submit a written annual report to the Faculty Senate at the May meeting. The committee must meet briefly after the May organizational meeting to select a committee member to meet with a representative from HR over the summer.

In Summer The selected member must meet with a representative from Human Resources to preview updates on any changes to benefits packages.

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INFORMATION TECHNOLOGY (IT) COMMITTEE INTERNAL PROCEDURES

The Information Technology Committee performs the following duties:

- Provide a channel of communication among the Faculty Senate, the Faculty-at-Large, the Academic Technology Advisory Committee, and the Administration on faculty perspectives regarding information technology services and policy.
- Be available as an advisory agency to the President of the University, to the Provost, and to the Strategic Planning Council on information technology matters.
- Make recommendations to the Senate on matters including, but not limited to, information technology practices in the university environment.
- Conduct voting at the monthly meetings of the Faculty Senate

The committee should work to complete the charges of the committee as received from the Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders.

Detailed Schedule of Weekly Duties

1st Week of Each Month

- IT Committee Meeting (Friday before the Monday Faculty Senate meeting each month)
- Faculty Senate Meeting (1st Monday of Month–3:30 PM)

2nd Week of Each Month

- Submit the previous month's meeting notes/minutes that were approved at the previous week's meeting to Faculty Senate Secretary.
- Draft meeting minutes for this month and submit to committee members for comment/feedback.
- Identify and send questions from the IT Committee meeting for the Executive Committee representative to bring to the Executive Committee.

3rd Week of Each Month

- Faculty Senate Executive Committee meeting is held.

4th Week of Each Month

- Prepare and distribute the meeting Agenda for the next week's IT Committee
- Develop the Overview Report (the written report) that the IT Committee will orally present to the Senate during the next month's meeting.
 - Submit this report to the Senate Secretary by end of day on the Wednesday prior to the Monday meeting (possible second mailing late Friday evening).

The following is a suggested timeline:

In August Elect committee chair/co-chairs and secretary and inform the Faculty Senate Chair and Secretary. Set monthly meeting day, time, and venue for Fall and Spring and inform the Faculty Senate Chair and Secretary for posting to the Faculty Senate webpage.

In September Receive charges from Faculty Senate Chair (from Chair's report or from Executive Committee's liaison to the IT Committee). Then monthly accept additional charges as distributed.

In February Begin revisions and development of the Faculty Information Technology Survey. In coordination with ECU Information Technology and the Office of Institutional Research, the Information Technology Committee shall annually distribute a survey to all ECU faculty that allows faculty to provide their perspectives regarding information technology.

In March Distribute Faculty Information Technology Survey via the Office of Institutional Research.

In April Present findings on Information Technology Survey to Faculty Senate.

Before the regular meeting in May The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.

RULES COMMITTEE INTERNAL PROCEDURES

The Rules Committee shall review and recommend to the Senate rules of procedure for the Senate. Rules must be codified by the Committee. It is the responsibility of the Committee on Rules to distribute an updated, codified copy of the Rules to the Senate along with its annual report at the May meeting.

The committee should work to complete the charges of the committee as received from the Senate Chair in addition to addressing matters brought to the committee by constituents and other stakeholders.

The following is a suggested timeline:

In August Elect committee chair/co-chairs and secretary and inform the Faculty Senate Chair and Secretary. Set monthly meeting day, time, and venue for Fall and Spring and inform the Faculty Senate Chair and Secretary for posting to the Faculty Senate webpage.

In September Receive charges from Faculty Senate Chair (from Chair's report or from Executive Committee's liaison to the Rules Committee). Then monthly accept additional charges as distributed. The Committee Chair will email the website link to the current Senate Internal Procedures to the chairs of all Senate committees.

In November The committee chair will email [the](#) other the committee chairs and ask for updates to each committee's internal procedures (available on the Senate website), giving a deadline of January 31st of the next calendar year. A member of the Rules Committee will volunteer to collect updates and make changes to the Internal Procedures.

In March Send updated Internal Procedures to the Senate Chair and Secretary for review. Once reviewed and approved by the Senate Chair, Secretary, and Executive Committee, add updated Internal Procedures to the Agenda to be voted on by the Senate.

Before the regular meeting in May The committee chair should prepare a year-end report to present at the regular May Faculty Senate meeting. The report should include a summary of the committee's progress on assigned charges as well as recommendations for charges for the next year's committee. When completed, forward report to the Senate Secretary for inclusion with the Senate agenda when distributed.

In May The committee chair shall submit a written annual report to the Faculty Senate at the May meeting.

FACULTY SENATE SECRETARY INTERNAL PROCEDURES

The Secretary is responsible for scheduling interpreter services, if needed, for the Senate meetings. Use the online form to submit a request for the next academic year in May or June. (If interpreter services are needed for committees, it is the responsibility of the committee chairs to schedule those.)

Disseminating the Agenda

Although the Senate Chair prepares the Agenda, it is the responsibility of the Secretary to electronically distribute the Agenda and attachments each month the Senate is in session (September through May).

Disseminating Agenda Materials

The agenda, previous month's minutes, and agenda attachments are emailed to the Senators the Wednesday before the Senate meeting.

The Senate Chair should give the Secretary any Agenda materials needed for electronic distribution to the Senators. On occasion, a Senate committee chair may give Agenda materials to the Secretary. Call the Provost's Office at least two weeks before the next Senate meeting and see if there are any materials coming from the Council on Academic Affair. If so, materials should be electronically sent to the Secretary.

Make a list of all senators who call, write, or email that they are unable to attend the meeting and duly note on the roster provided to the Senate Chair. Make sure that the lectern with a microphone and a long extension cord is at the head table where the Chair presides. The custodians set up the lectern the morning of the scheduled meeting.

The Secretary is responsible for recording the Senate meeting. The recording is the official record of the meeting. The Secretary should arrive at the meeting about 30 minutes early to check that the room is set up properly. Put out the name place cards according to the seating chart and set up external microphones and the digital recorder.

Bring extra copies of the Agenda for senators or visitors to pick up if necessary. Bring some ballots (blank sheets of paper) in case they are needed.

Check off senators on the seating chart as they enter. Note any senators who have previously notified that they will not be at the meeting. Pick up name place cards and clean up the room after the meeting is completed.

After Senate Meetings

Before transcribing the Minutes of the meeting, at the Chair's request, send any approved policy or action to the Chair to pass on to the President and others.

Minutes are posted on the Senate website, and links are provided therein to any Agenda materials referenced in the minutes. Usually any materials which are circulated either with the Agenda or with the Agenda materials are not included with the Minutes unless they have been amended; they are just referenced in the text of the Minutes. Amended materials are to be included in their entirety, including the changes noted. If the Senate Chair tells the Secretary that something is to go with the Minutes, even if it has been previously circulated, include it.

All Senate committees are required to provide the Secretary with a written or an electronic copy of their reports, and a link will be provided in the online Minutes to those reports. Usually, the Secretary will reference reports in the text. For example, "Senator Jones gave the report on the Committee of the Budget. See attachment III." If the report is very short, such as, "Senator Jones reported that the Committee on the Budget met on October 7, and he was elected chair of the committee for 1995 to 1996," the Secretary may type it in the online Minutes.

Senators who notified the Secretary or Senate Chair of their absence prior to the Senate meeting are designated by an asterisk (*) in the listing of members absent. Bring to the attention of the Chair any senators who miss successive meetings.

Proofread the Minutes carefully. Allow the Senate Chair to review the entirety of the Minutes so that he/she may make any corrections. Include the completed Minutes along with the Agenda and attachments for the next month's meeting. Once the Minutes are approved by the Senate, place the Minutes on the Senate website.

Keep files for each month including the Agenda, Agenda materials, the Minutes, and any other documentation associated with the meeting. Also, keep files of all committee reports and actions, any correspondence with the University administration, roster of members, seating charts, and committee lists. This may be accomplished through electronic means.

Before the January Meeting

The new Secretary will inherit the previous Secretary's files. It is the new Secretary's responsibility to confer with the Chair for any assignment that may be necessary. Changes to the seating chart, roster of members, and committee lists may be needed. Make any new name place cards.

Before the May Meeting

The Secretary is responsible for seeing that Certificates of Appreciation are completed for any retiring Senate member. (Check with the Chair of the Elections Committee to determine who is retiring at the May meeting or consult the senators list on the Senate website.) The Secretary is also responsible for purchasing a gavel on which is engraved the name of the outgoing Senate Chair, title of position, Eastern Kentucky University, and year(s) as Chair. (The gavel can be purchased online through Crown Trophy in Lexington. Send the bill to the Chair.) Prepare a new roster of Senate members and a seating chart for the organizational meeting, which the newly elected Chair will use.

May Meeting

The Chair will give out the certificates individually at the beginning of the regular meeting. The gavel will be presented to the outgoing chair by either the Parliamentarian or the University President. Make sure all newly elected Senators have name place cards (check with the Chair of the Elections Committee for the names and departments of the new Senators or consult the Senator list on the Senate website). At the organizational meeting which follows the May meeting, the name place cards will be rearranged to remove out-going Senators and insert incoming Senators.

After the May Meeting

As soon as possible, post the new Senate roster and the newly elected committee members for the next academic year on the Senate website.

When the Senate meeting dates for the new academic year are known, contact Conferencing and Events in Perkins to reserve the South Room of the Keen Johnson Building for the eight Senate meetings and post the meeting dates on the Senate website.

In May, provide a list of next year's Senate meeting dates and a table arrangement diagram to the Keen Johnson custodians.

In August

The Secretary is responsible for preparing an up-to-date roster of Senate members, including the name of the Parliamentarian. Make a new alphabetically arranged seating chart (except for the Secretary, Chair, and Parliamentarian [who sit at head table] and the President, Provost, and Regent) for use by the Secretary and Chair.

Check with the President's Office to see if they will cover the cost of refreshments for meetings. If so, provide a schedule of meetings so they can coordinate with catering.

After the September Meeting

Be vigilant for any changes in Senate membership, especially senators who are on sabbatical, leave, or have a conflict which prevents them from attending Senate meetings or committee assignments. Report any changes to the Senate Chair.

Send all digital audio and data files from the previous year on a disk or CD to the University Archives (Library 126) for preservation.

ORGANIZATION OF THE FACULTY OF EASTERN KENTUCKY UNIVERSITY

I. NAME

The organization hereinafter defined shall be the Faculty of Eastern Kentucky University.

II. MEMBERSHIP

The Faculty-at-Large of Eastern Kentucky University shall include the President of the University and all full-time employees of the University who hold the rank of Professor, Associate Professor, Assistant Professor, Instructor, or Lecturer or who are members of the Library Faculty, Clinical Faculty, Visiting Faculty, Adjunct Faculty, or ASL Specialists.

III. RESPONSIBILITIES OF THE FACULTY-AT-LARGE

- A. The Faculty-at-Large shall exercise responsibility, within limits established by the Kentucky Revised Statutes, Regulations of the Board of Regents, and delegation of authority by the Board of Regents, to promote the best interests of Eastern Kentucky University. It shall generally concern itself with the consideration, formulation, review, and recommendation of policies and procedures designed to foster the proper growth and development of Eastern Kentucky University as an institution of higher education. Included is concern with policies relating to the academic program, faculty welfare, and student welfare.
- B. The Faculty-at-Large normally shall exercise these responsibilities through its representative--the Faculty Senate.
- C. The Faculty-at-Large shall have the power to review all actions of the Faculty Senate as provided in Article VII, Section A, Paragraph 3.

IV. ORGANIZATION OF THE FACULTY-AT-LARGE

- A. Officers
 1. The President of the University shall be the Chair of the Faculty-at-Large.
 2. The Provost shall be the Vice Chair of the Faculty-at-Large.
 3. The Secretary of the Faculty Senate shall be the Secretary of the Faculty-at-Large.
- B. Duties of the Officers of the Faculty-at-Large
 1. Chair
 - a) The Chair shall preside at all meetings of the Faculty-at-Large that they attend.
 - b) The Chair shall call meetings of the Faculty-at-Large when, in the Chair's judgment, such meetings are necessary and/or desirable, or when an appeal of action of the Faculty Senate is requested as provided in Article VII, Section A, Paragraph 3.
 - c) Upon petition of 10 percent of the members of the Faculty-at-Large, excluding Adjunct Faculty, the Chair shall call a meeting within 15 days.
 - d) The Chair may ask the Chair of the Faculty Senate to preside over meetings of the Faculty-at-Large when dealing with issues which have been brought forth from the Faculty Senate.
 - (1) When the Chair of the Faculty Senate is unavailable, the Vice Chair of the Faculty Senate may be asked to preside over meetings of the Faculty-at-Large when dealing with issues which have been brought forth from the Faculty Senate.
 2. Vice Chair
 - a) In the absence of the Chair, the Vice Chair shall preside.
 3. Secretary

- a) The Secretary shall cause the actions of the Faculty-at-Large to be recorded and preserved in a permanent record.
- b) The Secretary shall post motions approved by the Faculty-at-Large on the Faculty Senate website.
- c) The Secretary shall notify all members of the Faculty-at-Large of a call of a Faculty-at-Large meeting, giving reasonable notice.

v. **MEETINGS OF THE FACULTY-AT-LARGE**

- A. The Faculty-at-Large shall convene upon call of the Chair.
- B. The majority of the members of the Faculty-at-Large, excluding Adjunct Faculty, shall constitute a quorum for the transaction of business.
- C. The current edition of *Robert's Rules of Order Newly Revised* shall govern the conduct of meetings of the Faculty-at-Large except when the Faculty-at-Large shall adopt rules otherwise, and the Chair may appoint a parliamentarian to assist the presiding officer in questions of parliamentary procedure.

vi. **COMMITTEES OF THE FACULTY-AT-LARGE**

- A. In addition to standing committees of the Faculty-at-Large created by the Board of Regents, the Faculty-at-Large may create other standing committees.
- B. The Chair of the Faculty-at-Large may, from time to time, establish ad hoc committees of the Faculty-at-Large to consider special areas of concern.
- C. All members of the Faculty-at-Large standing committees, other than ex-officio members and nonvoting representatives designated by the Faculty Senate, shall be appointed by the Chair of the Faculty-at-Large. In making these appointments, the Chair shall be advised by the Elections and University Nominations Committee of the Faculty Senate.
- D. All Faculty-at-Large committees and councils which periodically make recommendations relating to academic affairs, faculty affairs, or student affairs shall submit recommendations either directly to the Faculty Senate, to the Council on Academic Affairs, or to the Council on Student Affairs through appropriate organizational channels.

vii. **THE FACULTY SENATE**

- A. Nature and Function of the Senate
 - 1. The Faculty Senate shall be the delegate assembly of the Faculty-at-Large through which the Faculty-at-Large shall exercise its responsibilities.
 - 2. The Faculty Senate shall serve as a means of communication between the Faculty-at-Large and the Administration.
 - 3. Any action of the Faculty Senate must be reviewed at a general meeting of the Faculty-at-Large when a petition, bearing the signatures of 10 percent of the Faculty-at-Large (excluding Adjunct Faculty) and calling for a general meeting to review an issue, is presented to the Chair of the Faculty-at-Large.
 - a) Petition for such a review must be received by the Chair of the Faculty-at-Large within 30 days following notice to the Faculty-at-Large of the Senate action that is the object of the petition to review.
 - b) The action of the Senate which is the object of the petition shall be presented to the Faculty-at-Large at a meeting called by the Chair of the Faculty-at-Large and, on motion and vote, the Faculty-at-Large may sustain or veto the action of the Senate.
 - 4. Duties of the Faculty Senate—The Faculty Senate shall receive and consider proposals concerning policies affecting the general welfare of the University, provide for channels of communication between the Faculty-at-Large and other constituencies

of the University, and develop procedures for the functioning of the Senate. Specifically, the Faculty Senate shall perform the following:

- a) Policy Function—The Faculty Senate shall receive and consider proposals for the institution, abolition, or amendment of policies as detailed below. Recommendations of the Faculty Senate concerning such proposals shall be forwarded to the President of the University for consideration for recommendation to the Board of Regents.
 - (1) The Faculty Senate shall recommend academic policy, including, but not limited to, policies concerning admission, curriculum, instruction, and criteria for granting degrees. In the exercise of this duty, the Faculty Senate shall receive and make recommendations concerning all policy or program proposals approved by the Council on Academic Affairs.
 - (2) The Faculty Senate shall recommend policies relating to faculty welfare, including policies relating to the recruitment, selection, retention, tenure and promotion of faculty members, and other personnel policies affecting faculty welfare. The Faculty Senate shall receive, review, and make recommendations concerning faculty welfare and policy proposals developed by special committees appointed to consider specific areas affecting faculty welfare.
 - (3) The Faculty Senate shall recommend policies relating to student affairs in the areas where the proposed policy concerns the students' academic achievement and in such other areas as specifically delegated by the Board of Regents or requested by the Council on Academic Affairs. The Faculty Senate shall receive and take appropriate action concerning recommendations of the Student Affairs Committee.
 - (4) The Faculty Senate shall receive and make recommendations concerning such other policies as are referred to the Senate for consideration by the President of the University.
 - (5) The Faculty Senate in conjunction with appropriate administrators shall receive, review, and make recommendations concerning university restructuring/reorganization proposals, such as the addition or elimination of a college, department, center/institute, or other academic unit. The Executive Committee of the Faculty Senate is the vehicle for placing such restructuring/reorganization proposals on the agenda of the Faculty Senate.

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- b) **Communication Function**—The Faculty Senate shall be responsible for maintaining communication between the Faculty-at-Large and the Administration of the University. In the performance of this duty, the Faculty Senate shall provide avenues of communication by which the Faculty-at-Large may receive information concerning University affairs and may submit information relating to matters that concern them. Specifically, the Senate shall do the following:
 - (1) Provide a channel for faculty involvement in the procedures concerning the selection of personnel involved in academic administration, organization of academic functions, and other matters relating to the welfare of the University.
 - (2) Provide a forum for the President of the University to discuss matters affecting the welfare of the University.
 - (3) Provide a forum for the Faculty Regent to discuss matters affecting the welfare of the University.
 - (4) Provide a channel for faculty involvement in the preparation of the University budget.
 - c) **Internal Function**—The Faculty Senate shall exercise those duties necessary for its proper function and continuation. In the exercise of these duties the Senate shall do the following:
 - (1) Establish rules and procedures for the Faculty Senate and committees of the Senate.
 - (2) Through its Elections and University Nominations Committee, be responsible for supervising the election of Senate members.
- B. Membership of the Senate**
- 1. The membership of the Senate shall consist of administrative faculty members and non-administrative elected faculty members. The non-administrative elected faculty members have full voting rights, while the administrative faculty ~~members~~member are non-voting members. The administrative members shall be the following:
 - a) one Academic Dean to be elected by the Deans of the Academic Colleges, the Dean of Graduate School, and the Dean of Libraries; and
 - b) the Faculty Regent.
 - 2. **Elected Members**
 - a) **Eligibility**—Members of the Faculty-at-Large, excluding those administrators above the level of Dean, shall be eligible for election to the Senate.
 - b) **Election Units**—The election units for the selection of the elected membership of the Senate shall be the following:
 - (1) the academic departments of the colleges of the University;
 - (2) the Library Faculty, who are not included in the faculty of a college;
 - (3) the Deans of the Academic Colleges, Dean of Graduate School, and Dean of Libraries (hereafter referred to as the Deans' Unit); and
 - (4) the Adjunct Faculty.
 - c) All individuals eligible for election to the Faculty Senate shall be eligible to vote in a Faculty Senate election. An individual shall be eligible to cast a ballot for Senate members only in that election unit to which they belong.
 - d) **Determination of Delegate Representation**
 - (1) The Deans' Unit and the Adjunct Faculty shall be entitled to one delegate each.
 - (2) For all other election units: An election unit with 1-14 full-time faculty members during the fall semester shall be entitled to one delegate for the academic year, an election unit with 15-29 full-time faculty members during the

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fall semester shall be entitled to two delegates for the academic year, an election unit with 30-39 full-time faculty members during the fall semester shall be entitled to three delegates for the academic year, an election unit with 40-49 full-time faculty members during the fall semester shall be entitled to four delegates for the academic year, an election unit with 50-59 full-time faculty members during the fall semester shall be entitled to five delegates for the academic year, and so on.

- e) The Elections and University Nominations Committee shall determine as soon after the beginning of the spring semester as possible the number of delegates to be selected from each election unit and a schedule for elections of delegates.
 - f) Except for the member elected from the Deans' Unit and the member elected from the Adjunct Faculty, whose terms are two years, elected members shall serve for a term of three years. Elected members shall serve no more than three consecutive full terms; eligible members must then forego membership for one year before being eligible for Senate election again. Years served as Faculty Senate Chair count toward the nine-year maximum. If an elected member ceases to be a full-time member in the election unit from which elected, a vacancy shall be declared. All voting members of the Senate are elected to represent the faculty in their units. In order to ensure consistent and accurate representation, each unit is also required to elect an alternate for a term that matches the length of the term of their regular Senator(s). Departments have the option to elect an alternate for each representative Senator. An alternate may attend for any Senator in their department. Elected alternates will possess full voting rights and attend meetings when the elected Senator is unavailable. In situations in which an alternate is unable to attend, a substitute may attend. Substitutes are allowed to speak to issues and report back to their departments, but substitutes do not have voting rights. The Senate Chair and/or Secretary must be notified no later than 10:00 a.m. on the day of the meeting whenever an alternate or a substitute will attend a Senate meeting in place of a Senator.
 - g) The Elections and University Nominations Committee shall notify election units that need to elect a new Senator of appropriate election procedures. The election unit shall carry out the election using the procedures promulgated by the Elections and University Nominations Committee. The Elections and University Nominations Committee shall certify the election of Senate members.
 - h) When a permanent vacancy occurs in the elected membership of the Senate, the election unit shall elect a delegate to fill the unexpired term of the vacancy. When a temporary vacancy of at least one semester's duration occurs in the elected membership of the Senate, the election unit shall seat an alternate of the same election unit to serve until the end of the semester for which the member is temporarily absent.
3. Adjunct Faculty Representative and Alternates
- a) Adjunct Faculty may have one voting representative on the Faculty Senate. This person shall be chosen from among the names of current Adjunct Faculty who normally teach each semester and who are nominated by the departments in which they teach. Each department that employs Adjunct Faculty may nominate one person. Adjunct Faculty shall elect a representative from among the nominees. The election shall be conducted by April 15 of the election year so that the elected

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representative can be seated at the May organizational meeting. The person receiving the most votes shall be the elected representative. The person receiving the second most votes shall be the first alternate, and the person receiving the third most votes shall be the second alternate.

- b) The Adjunct Faculty representative and alternates shall each serve for a two-year term. Continuing to serve as an Adjunct Faculty representative or alternate is contingent upon being contracted by the University to teach again. Election to serve as an Adjunct Faculty representative or alternate in no way may be construed as guarantee of employment.
- c) The Chair of the Faculty Senate shall fill a vacancy in any of these seats for the remainder of the term by appointing an individual from the list of Adjunct Faculty last nominated for Adjunct Faculty representative.

c. Organization of the Senate

1. Chair of the Senate

- a) The Chair of the Senate shall be nominated annually in April and elected annually in May from the elected membership by the Senate. The election is to be held during the organizational meeting for the newly constituted Senate. To be eligible to serve as Chair, a Senator shall have tenure and at least one semester's prior service in the Senate. A Chair may not serve more than two terms consecutively.
- b) The Chair of the Senate shall preside at meetings of the Senate. In the absence of the Chair of the Senate, the Vice Chair of the Senate shall preside.
- c) The Chair shall meet with the President of the University at least once a month to confer on Senate business.
- d) The Chair shall serve as Chair of the Senate Executive Committee.
- e) The Chair shall maintain an active file for matters submitted to the President and awaiting action.
- f) The Chair of the Faculty Senate should be eligible for a campus-wide ("special") parking permit. It is the responsibility of the Chair to initiate a request for the permit through normal channels.
- g) The Chair of the Senate will receive one-half reassigned time from teaching and other department and college responsibilities. The Chair's home department or unit will receive funds to cover the salary of a faculty replacement for the reduced teaching load of the Chair.
- h) The Chair shall administer the Faculty Senate budget and shall pay the bills of the Senate as approved by the Executive Committee.

2. Vice Chair of the Senate

- a) The Vice Chair of the Senate shall be nominated annually in April and elected in May from elected membership by the Senate. The election is to be held during the organizational meeting for the newly constituted Senate. To be eligible to serve as Vice Chair, a Senator shall have tenure and at least one semester's prior service in the Senate
- b) The Vice Chair of the Senate shall preside at meetings of the Senate in the absence of the Chair.
- c) The Vice Chair will serve as a voting member of the Senate Executive Committee.
- d) The Vice Chair of the Senate will receive one-quarter reassigned time from teaching and other department and college responsibilities. The Vice Chair's home department or unit will receive funds to cover the salary of a faculty replacement for the reduced teaching load of the Vice Chair.

3. Secretary

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- a) The Secretary shall be appointed annually by the Chair of the Senate at the regular business meeting in December. The term of the Secretary shall be for one year and shall begin on January 1. The Secretary will be paid on an hourly basis from the Senate budget for all services rendered to the Senate.
- b) The Secretary shall cause all deliberations and actions of the Senate to be recorded in the official records of the Senate.
- c) The Secretary shall maintain a file of all minutes and progress reports for each Senate standing and ad hoc committee.
- d) The Secretary shall distribute copies of the record of each meeting to all members of the Faculty-at-Large and staff as soon as possible following a meeting of the Senate, but no later than one week prior to the next regular meeting. Distribution may include notification by electronic means.
- e) The Secretary shall distribute an agenda with attachments to all Senators by the Wednesday preceding the regularly scheduled meeting. The agenda shall be sent to all faculty noting the availability of the agenda with attachments from their respective Senator and/or through electronic posting.

D. Meetings of the Faculty Senate

- 1. The newly constituted Senate shall convene initially for an organizational meeting in May following the conclusion of the last meeting of the previous Senate. The Senate shall meet on the first Monday that the University is in regular session for each month from September through May. Adjustments may be made to compensate for Holidays and when the University is not in session. The Senate shall meet at other times on call of the Chair or the Executive Committee, reasonable notice being given to members of the Senate.
- 2. Meetings of the Senate shall be open to the public. Persons other than Senate members may participate in the deliberations of the Senate only on consent of the Senate.
- 3. A majority of the membership of the Senate shall constitute a quorum.
- 4. The current edition of *Robert's Rules of Order Newly Revised* shall govern conduct of meetings of the Senate, except when the Senate shall adopt rules otherwise. The Executive Committee shall seek a parliamentarian from among the faculty or retired faculty. The parliamentarian shall not be at the same time a member of the Senate. If no qualified person is available and willing to serve, or in the absence of that person, the Vice Chair shall serve as parliamentarian until a qualified person is found.
- 5. Senate voting on all matters, except election of officers and of members of Standing Committees, shall be carried out in a manner that records individual Senators' votes. Officers of the Senate and members of Standing Committees of the Senate shall be elected by ballot except that a voice vote may be taken when there is the same number of nominees as positions to be filled on the committee.

E. Committees of the Senate

1. Executive Committee

- a) The Executive Committee shall consist of the Chair of the Senate, who shall serve as Chair of the Executive Committee; the Vice Chair of the Senate; and six members elected by the Senate from its elected membership. Committee membership shall be for the duration of each elected Senator's current term. The Vice President for Academic Affairs and the Faculty Regent shall serve as non-voting members of the Committee.
- b) The Executive Committee shall be responsible for maintaining communication

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- between the Faculty-at-Large and the Administration. Once the Faculty Senate acts upon a motion, the President acting on behalf of the University shall be requested to inform the Faculty Senate of the disposition of the motion within three months.
- c) The Executive Committee shall be responsible for preparing the agenda for each regular meeting of the Faculty Senate. The Executive Committee shall receive requests from members of the Faculty-at-Large relating to items for consideration of the Senate and shall, through the Chair, bring these to the attention of the President. Items submitted for inclusion on the Senate agenda shall reach the Chair or a member of the Executive Committee of the Senate at least two weeks before a scheduled meeting. The Executive Committee shall make known the time and place of meetings to set the agenda.
 - d) The Executive Committee shall serve as an advisory agency to the President of the University in those matters referred to the Committee.
 - e) In the designated years, the Executive Committee shall conduct a systematic review of the President as described in Part III of the Faculty Handbook (see Part III, Section VIII, A).
2. Elections and University Nominations Committee
- a) The Elections and University Nominations Committee shall consist of five members elected by the Senate from among its elected membership. Committee membership shall be for the duration of each elected Senator's current term.
 - b) The Committee Chair shall be elected annually by the Committee from among its membership.
 - c) The Elections and University Nominations Committee shall supervise all nominations and elections for Senate membership as provided in this Constitution.
 - d) The Committee shall advise the President concerning formulation of standing committees of the Faculty-at-Large and the selection of appointed members of faculty standing committees.
 - e) For each Committee meeting, the Chair or another representative of the Committee shall submit written minutes to the Secretary of the Faculty Senate for permanent filing. When the Committee is ready to present findings on one of the Committee's charges to the Senate, the Committee Chair will submit a written report to the Executive Committee to review before it is presented to the Faculty Senate.

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3. Rules Committee

- a) The Rules Committee shall consist of five members elected by the Senate from among its elected membership. Committee membership shall be for the duration of each elected Senator's current term.
- b) The Committee Chair shall be elected annually by the Committee from among its membership.
- c) The Rules Committee shall review, recommend, and codify procedural rules for the Senate.
- d) For each Committee meeting, the Chair or another representative of the Committee shall submit written minutes to the Secretary of the Faculty Senate for permanent filing. When the Committee is ready to present findings on one of the Committee's charges to the Senate, the Committee Chair will submit a written report to the Executive Committee to review before it is presented to the Faculty Senate.

4. Budget Committee

- a) The Budget Committee shall consist of the Chair of the Faculty Senate, five members elected by the Senate from its elected membership, and the administrative member elected by the Deans' Unit. Committee membership shall be for the duration of each elected Senator's current term. The Vice President for Financial Affairs shall serve as a non-voting member of the Committee.
- b) The Committee Chair shall be elected annually by the Committee from among its membership.
- c) ~~The Chair of the Budget Committee shall serve as a member of the President's Administrative Council Budgetary Advisory Committee.~~
- d) The purpose of the Budget Committee shall be to provide a channel of communication between the Faculty Senate and the Administration on matters relating to the formulation of the University budget.
- e) The Committee shall be available as an advisory agency to the President of the University in those matters relating to the budget-formulation process. The Committee shall meet with the President at least once each semester to receive information about budgetary matters.
- f) For each Committee meeting, the Chair or another representative of the Committee shall submit written minutes to the Secretary of the Faculty Senate for permanent filing. When the Committee is ready to present findings on one of the Committee's charges to the Senate, the Committee Chair will submit a written report to the Executive Committee to review before it is presented to the Faculty Senate.

5. Faculty Rights and Responsibilities Committee

- a) The Faculty Rights and Responsibilities Committee shall consist of five members elected by the Senate from its elected membership. Committee membership shall be for the duration of each elected Senator's current term. The American Association of University Professors ECU Chapter President, or designee, shall serve as a non-voting member of the Committee.
- b) The Committee Chair shall be elected annually from among its membership.
- c) The Faculty Rights and Responsibilities Committee shall make recommendations to the Senate on matters including, but not limited to, promotion, tenure, grievance, and workload.
- d) For each Committee meeting, the Chair or another representative of the Committee shall submit written minutes to the Secretary of the Faculty Senate for permanent filing. When the Committee is ready to present findings on one of the Committee's charges to the Senate, the Committee Chair will submit a written report to the

Comment [1]: These committees do not exist.

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Executive Committee to review before it is presented to the Faculty Senate.

6. Faculty Welfare Committee

- a) The Faculty Welfare Committee shall consist of five members elected by the Senate from its elected members. Committee membership shall be for the duration of each elected Senator's current term. The Director of Human Resources shall serve as a non-voting member of the Committee. ~~A member of Staff Council shall will~~ be invited to attend Welfare Committee meetings as a non-voting member.
- b) The Committee Chair shall be elected annually by the Committee from among its membership.
- c) The purpose of the Faculty Welfare Committee shall be to do the following:
 - (1) Review and make recommendations to the Senate on matters including, but not limited to, merit/pay policies, faculty salary inequities, health insurance benefits, market salary issues, compression, as well as other university benefit policies; and
 - (2) Provide a channel of communication between the Faculty Senate and the Administration on matters relating to faculty compensation and benefits.
- d) The Committee shall be available as an advisory agency to the President of the University and/or Provost of the University on those matters relating to compensation and benefits for the Faculty-at-Large. The Committee shall meet with the President and/or Provost at least once each semester to receive information about faculty compensation ~~and benefits issues (i.e., merit pay, compression, market rate, salary inequities), benefits (i.e., rate changes, additions), and general morale outcomes.~~
- e) One member of the Faculty Welfare Committee shall serve as a voting member on the University Benefits Committee.
- f) For each Committee meeting, the Chair or another representative of the Committee shall submit written minutes to the Secretary of the Faculty Senate for permanent filing. When the Committee is ready to present findings on one of the Committee's charges to the Senate, the Committee Chair will submit a written report to the Executive Committee to review before it is presented to the Faculty Senate.

7. Academic Quality Committee

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- a) The Academic Quality Committee shall consist of the Vice Chair of the Faculty Senate and five members elected by the Senate from its elected membership. Committee membership shall be for the duration of each elected Senator's current term.
 - b) The Committee Chair shall be elected annually by the Committee from among its membership.
 - c) The Academic Quality Committee shall provide a channel of communication among the Faculty Senate, the Faculty-at-Large, and the Administration on academic matters and the formulation of academic policy.
 - d) The Committee shall be available as an advisory agency to the President of the University, to the Provost, and to the Strategic Planning Council on academic matters. The Committee shall meet with the President and/or Provost at least once each semester to share information about academic affairs and policies.
 - e) The Committee shall serve as a channel of communication with the Student Government Association on matters concerning student academic responsibility and students' role within the academic community.
 - f) The Committee shall make recommendations to the Senate on matters including, but not limited to, the teaching and learning environment (e.g., may survey faculty regarding their academic concerns), the responsibility of students in the learning process, advising, academic calendar issues, and student records and assessment.
 - g) One member of the Academic Quality Committee shall serve on the Council of Academic Affairs.
 - h) For each Committee meeting, the Chair or another representative of the Committee shall submit written minutes to the Secretary of the Faculty Senate for permanent filing. When the Committee is ready to present findings on one of the Committee's charges to the Senate, the Committee Chair will submit a written report to the Executive Committee to review before it is presented to the Faculty Senate.
8. Information Technology Committee
- a) The Information Technology Committee shall consist of five members elected by the Senate from its elected membership. Committee membership shall be for the duration of each elected Senator's current term.
 - b) The Committee Chair shall be elected annually by the Committee from among its membership. The elected chair shall also serve on the University's Academic Technology Advisory Committee as the Faculty Senate Representative to that committee.
 - c) The Information Technology Committee shall provide a channel of communication among the Faculty Senate, the Faculty-at-Large, and the Administration on faculty perspectives regarding information technology services and policy.
 - d) The Committee shall be available as an advisory agency to the President of the University, to the Provost, and to the Strategic Planning Council on information technology matters. The Committee may meet with the President and/or Provost as necessary to share information about faculty perspectives regarding information technology.
 - e) The Committee shall make recommendations to the Senate on matters including, but not limited to, information technology practices in the university environment.
 - f) For each Committee meeting, the Chair or another representative of the Committee shall submit written minutes to the Secretary of the Faculty Senate for permanent

- filing. When the Committee is ready to present findings on one of the Committee's charges to the Senate, the Committee Chair will submit a written report to the Executive Committee to review before it is presented to the Faculty Senate.
9. **Ad Hoc Committees**
The Faculty Senate may establish such ad hoc committees as are deemed necessary. When an ad hoc committee is ready to present findings on one of the Committee's charges to the Senate, the Committee Chair will submit a written report to the Executive Committee to review before it is presented to the Faculty Senate.

F. Special Rules of Order and Standing Rules

The Faculty Senate may adopt such Special Rules of Order and such Standing Rules as are deemed necessary and proper to carry out its functions.

VIII. AMENDMENTS

Amendments to this organization may be proposed by a member of the Faculty Senate or by petition of 10 percent of the Faculty-at-Large, excluding Adjunct Faculty. Proposed amendments shall be presented to the Chair of the Faculty Senate. If a proposed amendment is approved by a two-thirds vote of the Faculty Senate, the proposed amendment and a link to a petition will be distributed electronically by the Faculty Senate Chair to the Faculty-At Large (excluding Adjunct Faculty), who shall have 30 business days to review the proposed amendment. In the event that 10 percent of the members of the Faculty-at-Large (excluding Adjunct Faculty) dissent by electronically signing the petition to initiate a vote by the Faculty-at-Large on the proposed amendment, the Chair of the Faculty-at-Large (President of the University) shall direct that the petition of the proposed amendment be considered at the next regular or specially called meeting of the Faculty-at-Large. In order for the amendment to be enacted, a two-thirds majority of those present at the meeting of the Faculty-at-Large (excluding Adjunct Faculty) must approve the proposed amendment, which shall be submitted to the Board of Regents through the President of the University and shall become effective upon ratification by the Board of Regents. A proposed amendment not petitioned by the Faculty-at-Large must be approved by a two-thirds majority of the Faculty Senate before submission to the Board of Regents through the President of the University and shall become effective upon ratification by the Board of Regents.

MAY 2024 VACATING SENATORS

<u>SENATOR</u>	<u>DEPARTMENT</u>	<u>TERMS EXPIRING IN MAY</u>
James Blair	MGT, MKT, & International Business	2024
Brian Clark	Parks, Recreation, Exercise & Sport Science (PRESS)	2024
Victoria Collins	School of Justice Studies	(2024)*
Thomas Couvillon	Music	2024
Erin Eliassen	Applied Human Sciences	2024
Sarah Feltus	ACCT, Finance & Information Systems	2024
Kenneth Foltz	Applied Engineering & Technology	(2024)*
Vonia Grabeel	Environmental & Public Health, Admin., & Medical Sci.	2024
Mary Elizabeth Henton	Model	2024
Lisa Jones	School of Nursing	2024
James Keller	English	(2024)*
Adam Lawson	Psychology	2024
Marie Manning	Teaching, Learning & Ed. Leadership	2024
Jana Mayer	Model	2024
Jilliane McCardle	Model	2024
Sheri McGuffin	Part-Time Faculty Rep. <i>(2-year apt.)</i>	(2024)*
Laura Newhart	History, Philosophy & Religious Studies	2024
Kim Parsons	English	2024
Jim Plutt	Military Science	(2024)*
Jessica Price	Environmental & Public Health, Admin., & Medical Sci.	2024
Sara Rico-Godoy	Lang. & Cultural Studies, Anthr. & Sociology	(2024)*
John Settimi	Agriculture	2024
Geela Spira	Occupational Therapy	2024
Erin Stevenson	Social Work	(2024)*
Curtis Streetman	Music	2024

COMMITTEE VACANCIES

Academic Quality Committee (2 vacancies)

(replace) Jessica Price, Erin Stevenson

(remaining) Alison Buck, Chad Cogdill, Fatima Hasan, Senate Vice Chair

Budget Committee (3 vacancies)

(replace) Thomas Couvillon, Sarah Feltus, Vonia Grabeel

(remaining) Matthew Howell, Raymond Lauk, Provost, Senate Chair, Financial Affairs VP, Dean Representative

Elections & University Nominations Committee (3 vacancies)

(replace) Sarah Feltus, Adam Lawson, Geela Spira

(remaining) Abby Brooks, James Kirby Easterling

Executive Committee (5 vacancies)

(replace) Thomas Couvillon, Vonia Grabeel, Lisa Jones, Sheri McGuffin, Geela Spira

(remaining) Raymond Lauk, Senate Chair, Senate Vice Chair, Provost, Faculty Regent

Faculty Club Board of Governors (2 vacancies)

(replace) Thomas Jarvis, Tricia Kelley

(remaining) Raymond Lauk *[term expires 2025]*, Britanni Moberly *[term expires 2025]*, Todd Hartch *[term expires 2026]*, Vonia Grabeel *[term expires 2026]*, university president**Faculty Rights & Responsibilities Committee** (1 vacancy)

(replace) Sara Rico-Godoy

(remaining) Jason Fry, Cassandra Ginn, Jennifer Merrick, Nedim Slijepcevic, AAUP Representative

Faculty Welfare Committee (3 vacancies)

(replace) Lisa Jones, Marie Manning, Curtis Streetman

(remaining) Maria Bane, Katie Moore, HR Representative

Information Technology Committee (1 vacancy)

(replace) Kenneth Foltz

(remaining) Karim Abdelhay, James Kirby Easterling, Jason Fry, Cassandra Ginn

Rules Committee (2 vacancies)

(replace) Marie Manning, Curtis Streetman

(remaining) Rachel Bishop-Ross, Melissa Dieckmann, Laura Rowe

COSFL (1 rep & 2 alternates)

(replace) Sarah Feltus (rep), Chad Cogdill (alt.), Geela Spira (alt.)

2024-2025 Faculty Senate Schedule

Faculty Senate Meetings – 3:30pm

Senate meetings are at 3:30 p.m. This academic year four meetings will be via Zoom and four meetings will be in person.

Fall 2024	Spring 2025
September 9 <i>(in-person)</i> <i>(Powell Building 219)</i>	February 3
October 7	March 3 <i>(in-person)</i> <i>(Powell Building 219)</i>
November 4 <i>(in-person)</i> <i>(Perkins Building Quads)</i>	April 7
December 2	May 5 Regular Organizational <i>(in person – both meetings)</i> <i>(Perkins Building Quads)</i>

Executive Committee Meetings – 4pm

Executive Committee meetings are at 4 p.m. via Zoom for the academic year. *(NOTE: The president meets informally with the committee at 3:30pm and then the regularly scheduled meeting begins at 4pm.)*

Faculty wishing to submit items for inclusion on the Senate agenda should contact either the Senate Chair or a member of the Executive Committee of the Senate at least two weeks prior to the Senate meeting.

Fall 2024	Spring 2025
August 26	January 27
September 23	February 17
October 21	March 24
November 18	April 21

Executive Committee Report
April 1, 2024
Lisa W. Kay, Faculty Senate Chair

The Faculty Senate Executive Committee met on March 18, 2024. Following the pre-meeting with the President, the approval of the February minutes, and the Provost's report, the committee discussed the following topics: training session ideas for senators, the format of the 2024-2025 Executive Committee meetings, Faculty Senate and committee vacancies, revisions from the Rules Committee, and the faculty handbook. The committee approved the tentative guests for the April Faculty Senate meeting, and liaisons provided updates on committee work.

Regent Marion, Vice Chair Blair, and I had our most recent "Problem Solvers" meeting with the Provost on March 25th. We are scheduled to meet again on April 15th.

I met with President McFaddin on March 26th, and our next meeting is scheduled for April 9th.

Remember that the regular and organizational meetings for Faculty Senate in May will be held in the Perkins Quads.

Assistant Provost Carpenter asked us to share information with you about the Provost's Internship Program. Details can be found at the end of this report.

A Celebration of Life for Dr. Martha Mullins will be held on Saturday, April 13th, at 10:00 a.m. in the ECU Center for the Arts lobby. Dr. Mullins was a faculty member at ECU for 27 years. According to the Spring 2024 ECU Magazine, "Mullins was heavily involved in the university's process to meet the requirements of Title IX of the Education Amendments of 1972. She served on many state and national committees that focused on opportunities available for women athletes. Mullins' career accomplishments earned her a spot in the ECU Athletics and OVC Hall of Fame." Faculty are welcome to attend the Celebration of Life. Anyone interested in attending will need to RSVP by Wednesday 4/3 to ashley.thacker@ecu.edu as there is limited seating.

I would like to invite you to join President McFaddin and me for a Faculty Lunch and Learn session at 12:00 p.m. on Wednesday, April 10th. Enjoy a complimentary lunch by signing in at either of the check-in areas at Case Kitchen and take your food upstairs to the Regents Room to engage in meaningful conversation. Register at https://success.ecu.edu/register/lunchandlearn_april. The event will be capped at the first 35 submissions, as space is limited.

The updated Academic Regulation 4.7.4ACR, Faculty Grievances, has been approved:
https://policies.ecu.edu/sites/policies.ecu.edu/files/policies/faculty_grievances_2024_.pdf.

The proposed revisions to Administrative Regulation 8.3.10, Campaigning & Political Activity of Employees, have been approved:
https://policies.ecu.edu/sites/policies.ecu.edu/files/policies/8.3.10_campaigning_and_political_activity_2024.pdf.

Proposed revisions to Administrative Regulation 11.2.5, Social Media Communications, were also approved earlier this semester:
https://policies.ecu.edu/sites/policies.ecu.edu/files/policies/11.2.5_social_media_communications_2024.pdf.

The proposed Academic Curriculum Policy has been posted for a 10-day comment period, which ends on April 11th: https://policies.eku.edu/sites/policies.eku.edu/files/policies/academic_curriculum_2024_1.pdf.

I would like to encourage you to submit comments via the [Policy Development website](#). You can find more details in the email I sent to all faculty on Friday. I will add that I have been told that CAA is seeking more information regarding the potential for allowing Faculty Senate to vote on program closures, so I think that discussion is ongoing.

We continue to receive comments via the virtual suggestion box, and Vice Chair Blair and I read all of the comments and forward them as appropriate. We share all comments with Provost Zeigler and Regent Marion. Here are some topics of recent comments:

- Research standards
- Academic calendar
- Environmental noise

Faculty who are comfortable sharing thoughts via email are encouraged to email Vice Chair Blair (james.blair@eku.edu) or me (lisa.kay@eku.edu). If you do not want to put your comments in an email, you may also call or text me at 859-302-2548. I am hoping to summarize the issues from the suggestion box along with their corresponding resolutions or clarifications in the near future. I have managed to summarize some basic information about the recipients of the comments:

https://docs.google.com/document/d/1F_Jmp6eviBb_R7uEj8XlrAT-0N-QdKP5dL4OcugBty8/edit?usp=sharing. (It is possible there could be some omissions or errors, but the list should be relatively accurate.)

As always, if you have any questions or concerns, please contact Vice Chair Blair (james.blair@eku.edu) or me (lisa.kay@eku.edu).

2024 Provost's Faculty Internship Program Announcement - Call for Applications

Established in 2022 by Provost Sara Zeigler, the Provost's Faculty Internship Program is designed to develop leadership skills at the university level among ECU faculty. As a complement to the annual Provost's Leadership Institute, the Provost's goal is to build exceptional leadership by supporting individual faculty development.

Faculty will participate in a range of mentoring and learning opportunities, collaborate with colleagues in the Office of the Provost and other academic and administrative offices across campus, and assume leadership roles on critical campus strategic initiatives and projects, designed in conjunction with individual interests and long-range career goals.

Learn more and apply for the 2024 cohort [here](#).

Application Process

Applications Due: April 5, 2024

2024 Cohort Announced: April 2024

2024 Welcome: May 6, 2024

Internship Program Begins (Learning Plan Design): Summer 2024

Faculty Regent Report

April 1, 2024

Dear Senators,

Thank you for continuing to serve in your respective roles for your departments and for our university. Since the last Faculty Senate meeting, the Board of Regents has not convened. The Board's Finance Committee [met today at 11 a.m. in Perkins](#) for receiving an informational update from VP Poynter regarding the 2024-2025 university budget following passage of the state budget bill by the Kentucky General Assembly. The bill was sent to the Governor for consideration on March 28.

The Board's next meeting is scheduled for Wednesday, May 15, 2024. Most of the May meeting's focus will likely be on the university budget as informed by recent appropriations in the state budget as well as enrollment predictions inclusive of new students, retained students, and transfer students. Recent difficulties in the federal roll-out of the intended-to-be-simplified FAFSA system have delayed applications and admission decisions at ECU and at higher education institutions across the country.

State Budget Information:

The state budget bill ([HB6](#)) was delivered to the Governor on March 28. The current bill text (before any line-item vetoes, if any get made) is viewable here:

<https://apps.legislature.ky.gov/recorddocuments/bill/24RS/hb6/bill.pdf>

For anticipated new revenue from the state budget for 2024-2026, there was a modest inflation adjustment provided to ECU for \$2.9M for this upcoming year. The university will also be receiving new revenue for funding up the new additional costs for fire & tornado insurance, resulting in \$3.1M in new revenue. The performance funding model will also yield an increase in \$1M in new revenue.

Finance Committee Updates:

In addition to the state budget information presented above, there was information presented on enrollment. Slight enrollment increases are expected through in-person undergraduate and online enrollment; however, graduate enrollment is likely to decline. The overall budget for now is being conservatively estimated on essentially no enrollment growth. The overall enrollment and tuition and fee revenue should still yield an additional \$3 to \$4M in revenue, of which \$1-2M of the gains will be allocated for student support in scholarships.

The university's administration and the Finance Committee (as of the time of writing this report at 11:30 a.m.) is monitoring the growth of state-mandated waivers for important populations to Kentuckians (e.g. students matriculating to public higher education as [foster or adopted youth](#), and immediate family members of [certain military veteran populations](#) impacted with disability or the death connected to active service). At ECU, this growth has resulted in \$3.2M in waived tuition in 2021-22 to \$4.2M this last year (2023-2024). Across Kentucky, \$25M is waived for

these programs, while noble, ECU is shouldering the greatest amount of this responsibility in terms of students and relative percentage of our enrollment. President McFaddin indicated this topic is one of the top three state-level government relations priorities in the next year and there will be encouragement the state government create an endowment fund at the state-level for these programs that all public institutions can access to support these important populations. Our forecast on this population has been missed for several budget years and has had a seven-figure impact on our budget due to these populations preferring our programs and faculty.

Overall, while there's an increase in revenue from increased state support and tuition that will likely exceed \$11M, there are some areas of the budget where the revenue forecasts will be down, including how much of Foundation revenue is used (down by \$4M) and how much of ECU's strategic reserves (savings/rainy day) is used to build the budget (down by \$2.4M in this budget). There are also some changes in the state retirement system (KERS) liability provided as a subsidy that decrease revenue by \$1.8M.

The President and Vice President Poynter added that they want to present a budget that also invests in our people and our students. The President is aiming to increase support for existing faculty and staff by an additional \$2.5M and to support compression and/or inversion adjustments by an additional investment of \$820,000, and with an expected increase of \$220,000 for supporting expected promoted faculty.

For accomplishing some of these budget objectives, the budget will be built through the \$11+ million in new state and tuition revenue, as well as reducing expenses by \$2.4M through strategic budget reallocations, strategic asset preservation funds, paying off the last of 2012 Series A bond (debt) service, and reducing the KERS unfunded liability. While trying to reduce spending, there are fixed increases expected in our utilities/contracts and insurance, expected increased student debt by \$1M (in students who owe the university), and increases in fire and tornado insurance (up \$3.1M). Some state support for these increases will be helping a lot.

Lastly, the President and Vice President communicated a goal to have wider margins near the end of the fiscal year to stay on budget. Rather than budgeting in a manner that has resulted in increasing cost controls and greater scrutiny in unbudgeted funds in February, March, April and May, it is likely that many budget lines will be reduced to enable units to have greater certainty in their unit- or division-level budgets (and more of their time back from administrative tediousness) during that time. The President communicated the budget is aimed at trying to add to our investment in our people.

Closing: Thank you for your perspectives and as we approach the May board meeting, I'll do my best to share with you agenda items leading up to the meeting. Should you need to reach me, you can reach me at 513-317-9508 or by email at jason.marion@ecu.edu.

Respectfully submitted,
Jason