

Faculty Handbook Committee Minutes

October 14, 2024

3:00 p.m. – 5:00 p.m., JGH 245

Chair: Melissa Brooks

Secretary: Melinda McLelland

1. **Adopt Agenda:** Motion made to adopt agenda with the addition of vote to approve previous meeting minutes. Seconded. Approved.
2. **Officer Reports:**
 - a. President Report: Reviewed files from last year to bring over handbook policy discussions from previous year (see new business).
 - b. Secretary Report: No report.
3. **Old Business**
 - a. **September Minutes:** Motion made to approve September meeting minutes with minor addition of a last name. Seconded. Approved.
 - b. **College of Nursing and Health Professions representative:** President contacted the dean to seek representative nominations. The nominees were contacted to indicate willingness to serve. Next step is to create the final ballot and seek faculty votes.
4. **New Business /Discussion**
 - a. **Errant Links Discussion:** Committee discussed errant links and agreed it was appropriate to correct links as noted in discussion file. The committee said no to including links in section 2.4.2.
 - b. **Grievance Policy Committee Discussion (7.1, 7.2)**
 - i. Move forward from previous year – refer to April 2024 meeting minutes
 1. The committee agreed to develop sub-committees to address and develop faculty handbook policy proposals from the faculty handbook committee.
 2. Melinda McLelland will lead the grievance policy sub-committee effort with members: Mac Alford and Subrina Cooper.
 3. A proposal will be developed for consideration at the next meeting based on the sub-committee efforts.
 - c. **Council of Directors Language Discussion (1.8.2)**
 - i. Committee discussed meeting attendance, update language “Attendance includes President” (1.8.2)
 - ii. Based on discussion, Mac Alford will edit and bring to the next meeting for a vote to consider policy changes.
 - d. **Workload Policy Task Force (4.3)**
 - i. The task force is a work in progress and the committee may produce potential policy proposals later in the year.
 - ii. The committee would like to hear directly from Dr. Kelly Lester about this effort at the next meeting.

5. Discussion/Decision/Action Items

a. Faculty Ombuds Discussion

- i.** The committee voted to take on the handbook policy changes related to sections regarding the Ombuds language at the next meeting (9=yes; 0=no).
- ii.** Subrina Cooper will lead the sub-committee (Lindsay Wright and Melissa Brooks) to take on handbook policy changes related to this matter.

6. Good of the order

- a. Emeritus Proposal Update:** The policy proposal is still under review. Lindsay Wright volunteered to seek an update in the spring.

7. Motion to adjourn; Seconded.

Next Meeting: November 11, 2024, 3:00 p.m.

Voting Elected Members Group One (September 2024 – August 2027)

Member of Faculty from the College of Arts and Sciences – **Mac Alford**

Member of Faculty from the College of Nursing and Health Professions – **Tanya Case, Interim**

Member of Faculty from the University Libraries – **Melissa Brooks**

Voting Elected Members Group Two (September 2022 – August 2025)

Member of Faculty from the College of Business and Economic Development – **Melinda McLelland**

Member of Faculty from the College of Education and Human Sciences – **Lindsay Wright**

At-Large Member of the Gulf Coast Faculty – **Allisa Beck**

Voting Appointed Members

Member of the Faculty Senate (Appointed by the FS Executive Committee) – **Matt Donahue**

Member of the Dean's Council (Appointed by the Dean's Council) – **Trent Gould**

Member of the Council of Directors (Appointed by the Council of Directors) – **Joe Peyrefitte**

Non-Voting Ex-Officio Members

Representative from the Office of General Counsel – **Subrina Cooper**

Representative from the Office of the Provost – **Kelly Lester (absent)**

Gallery Attendance:

David Beckett