

MINUTES
Management / APSCUF Faculty Meet and Discuss
Session 355
Thursday, August 31, 2006
1:00 p.m. – Sullivan Board Room

APSCUF representatives were: Mark Cloud, Fay Cook, Cindy Allen, Howard Congdon, Steve Hicks, Matt Girton, and Cheryl Orndorf as recording secretary.

Management representatives were: Roger Johnson, Tara Fulton, Linda Koch, Deana Hill, Bob Little, Alan Anderson, Karen Harvey, Bob Little, and Denise Shoemaker.

I. Approval of Minutes

The minutes of the May 31, June 21, and July 26, 2006, meetings were approved.

II. Grievance Update

S. Hicks reported an extension was granted to management to respond to grievance 06-001LH (amended) by the next meeting. The grievance on 7% Part-Time-Nursing is scheduled to be arbitrated in January 2007. APSCUF is working on two new grievances, both having to do with promotion issues. The individuals have already discussed the issues with the Provost. There may be several others before the deadline of September 30.

III. Enrollment and Staff Issues

M. Cloud asked management how things are going with current enrollment. He also asked about the data D. Hill was going to work on after the last meeting. R. Johnson reported he is not aware of any big problems. There is still some action to be taken perhaps with some rather severely under-enrolled sections which could revert to Individualized Instructions. M. Cloud reported some confusion over the overload numbers. The difference from last year at 16.4 to this year at 26.7 and the dollars don't seem to match that increase. M. Cloud would like to be sure the information provided is solid. He noted that this is the third year in a row that we have fewer new faculty than the year before. He will provide a series of questions for management to answer and management will do its best to answer them.

IV. Search Committee Compositions

R. Johnson informed management would like the search committee compositions to be as follows:

- Director of Clearfield - 3 faculty (2 from Clearfield and 1 from main campus), 2 managers, 1 AFSCME, and 1 student for a total 7
- Distance Education – 3 faculty (1 from each college and 1 at large), 2 managers, and 1 student for a total 6
- Dean of Education & Human Services – 4 faculty (1 from A&S, 2 from E&HS, 1 at large), 2 mgrs, 1 AFSCME, and 1 student for a total 8¹

The reason for the at-large positions is to allow for non-teaching faculty to have an opportunity to serve on these committees. APSCUF will try to get back on this issue before the next M&D.

¹ The search committee composition for the Dean of E&HS changed from this recommendation and was subsequently approved at the September 21 meeting. Please reference the September 21minutes.

V. Composition of Finance and Accessibility/Disabilities committees

M. Cloud expressed disappointment again that President Miller has exercised this decision in forming a committee while at the same time this issue was being discussed at M&D. M. Cloud noted that in the interest of promoting a better process APSCUF agreed to move the committee to an all university committee and gave up majority. He talked to the president and the provost and there seems to be an agreement to work on this particular issue. R. Johnson reported the President is flexible and appreciates the input and likes the suggestions. Management would like APSCUF to reconsider the inclusion of department chairs. This will be a demanding committee and having just interviewed all of the department chairs on campus he would suggest one department chair from each college on the committee and call others in as needed. Management would like to have the VPs have access to the meetings if they are not members, but do not need to have voting rights. Management would also like confirmation that this body reports to the President. The third union has not been discussed and they have not requested representation, but management will find out if they are interested. M. Cloud asked if there has been anymore thought on the community representative...someone outside of the university. One way could be to have someone from another institution who can bring forth expertise and fresh perspective. Management is not opposed to that, but if we bring people from outside the university they might not be as committed to the demands of this committee, but if we could look at that position as a “consultant.” There was a discussion about a paid consultant, but that can not become too expensive. It is important the committee is not too large to get a quorum for meetings.

M. Cloud explained he feels the old Accessibility/disabilities Committee should form the new committee. The committee will have the same charge, but no longer under M&D. Management suggests 3 faculty, 3 managers, 1 student, 1 AFSCME, and 1 SCUPA for a total of 9. APSCUF will look at it and get back as soon as possible.

VI. Draft Format for Dean’s Evaluation of Faculty/Draft Student Teaching Supervision Guidelines

APSCUF is still working on this, but will have a response for the September Meet and Discuss.

VII. Continuing Education and Compliance with CBA and Local Agreements

M. Cloud reported this issue has to do with the online Continuing Education LHU now has available. He explained the notification from last fall from Dr. Aggrey, which is a contractual issue, was not enough to make an educated decision. Faculty need to have more information about the positions and it needs to come every semester. For example, what are the parameters of the courses, the objectives, the hours, etc. Another concern of APSCUF is what this means to our courses. Seems like there ought to be some interest in what these courses are and whether they deserve to have the LHU name on it. For example continuing education in Astrology found to be embarrassing to another institution. He looked on this morning and found numerous courses that are clearly being offered now that have not fulfilled the requirements of the contract. R. Johnson reported management agrees with the concerns and appreciates them coming forward. The courses will be circulated back to the departments and ample time will be provided (extending the 3 days required by the CBA) to respond. This will be done one time per semester. APSCUF asked that in its correspondence with departments management give the web site and specific instructions on how to look up the information. In

addition, M. Cloud expressed concern that one time per semester is not enough. R. Johnson responded management would like some help here and suggests that we have a very small task force to serve as a watch dog on these courses so that if anything comes up that is inappropriate it can be stopped. Gatlin is quite reputable, but we would like to know that someone is watching. R. Johnson is willing to be one of those people. His suggestion was to ask the UCC to make an appointment of 1-3 faculty members to be the watch dog. APSCUF agreed. R. Johnson explained the reports come in the middle of the month and thus far no one has enrolled. We'll put together some kind of disclaimer. APSCUF asked if a faculty member wants to teach one of these courses what would happen. Gatlin would not allow it. There was a discussion about how they can say no. M. Girton expressed concern about the quality and gave the example of the Interpersonal Communication Self Study online for two hours. This is something the task force would be charged to look at. F. Cook asked how long LHU has been doing this. The answer was just a few weeks now. Advertising is happening now and no announcement has been made. Management will work on that.

VIII. Changes in Management's Processing of Grievances

M. Cloud reported APSCUF would like to know what management's vision is presently and in the future for the Administrative Assistant I hired recently. What will be the process? Who will be the spokesperson? R. Johnson explained there will be no change in the procedures of reporting on grievances. The Provost will continue to be the spokesperson. This is a new position in the office of the Provost to assist with the HR part in dealing with research, contracts, etc. It's a bridge between the provost and HR.

IX. Removal (and Return) of Sexual Orientation from Non-Discrimination Statement

M. Cloud reported he is pleased President Miller stood up and did what he believes was the right choice in leaving the language about sexual orientation in the Non-Discrimination Statement. He would like to know the future of policy in relation to this language that was in his email: "This statement will be studied as it relates to EEOC guidelines and PASSHE policy over the coming weeks." Will APSCUF have a voice in that discussion? R. Johnson explained management thinks the existing Gender Discrimination/Sexual Harassment Board of Advisors might be a good group to make a good sounding board to look into any possible conflicts although this is not in their current charge. There is a concern when a statement turns into a policy...statements deal with intent, policies deal with something you intend to implement. We want to be sure that our intent is to be non-discriminatory. There is no plan to change our statement, but Management is talking to its lawyers and would like the advisory board to work on it. M. Cloud wants to make sure that APSCUF has input and wants to have a good communication link regarding this issue. R. Johnson explained management will attempt to keep the lines of communication open, but the president said there will be a study, so the reporting would be back to him. R. Johnson is not sure APSCUF has a direct and official rule, but certainly APSCUF members will be there as there is representation on the board.

X. McGuire Approvals

McGuire approval was given for M. Armstrong, K. Parry, and F. Sunderlin.

Additional Items

XI. East Campus Scheduling Issues

R. Johnson distributed a handout. The first page is in the Academic Policies and Procedures handbook. The second page is some proposed changes. Two additional concerns not included in this handout are the M-W schedule, which extends longer, and we may not need to make any changes in the T-T schedule. C. Allen asked how much does this restrict faculty schedules. There were several concerns expressed and a lengthy discussion about the different scenarios. R. Johnson suggested the M&D Academic Regulations Committee look at this issue as an expansion of its charge. R. Johnson will give the charge to the committee and requested a quick response from APSCUF on this issue as well.

XII. E-Time

A. Anderson reported an August 16 email was sent out to faculty and staff about E-Time. Students will now go on to the computer and enter their hours, which then need signed off on by the supervisor. Students will not be paid until the timesheets have been initialed. The timekeepers cannot do it. M. Cloud expressed concern about the department secretaries' workloads and asked if this is a significant workload increase for them. A. Anderson reported that this issue was discussed at the AFSCME Meet and Discuss this morning and it was explained the clerical person just needs to make sure there is something in the highlighted box (for the initials) and to make sure the person has their forms submitted. The secretary doesn't have to download the forms for the student. There will be a training team available to assist students with completing what they need to do. HR is really reaching out and dealing with customer service in terms of training and assistance in getting this rolling. APSCUF asked who is responsible for troubleshooting. A. Anderson responded HR will send someone to help or talk to the students on the phone. There will be a phone number for them to call for support. Everything is going to be on the computer. He went on to explain this will reduce the amount of paperwork. The students only have to submit the employment forms one time. This is not part of SAP, but there is a bridge between the two. It was developed at Mansfield and other campuses have now adopted it. Eventually all SSHE universities will adopt it. S. Hicks expressed concern that someone is going to end up doing it for some of these students because they "can't" do it for whatever reason. A. Anderson responded HR is finding the students are adapting faster than the employees.

XIII. Next Meeting

The next meeting is scheduled for September 21, 2006, at 12:30 p.m. in Sullivan Board Room.

The meeting was adjourned 2:10 p.m.

Roger Johnson
Interim Provost and VP of Academic Affairs

Mark Cloud
APSCUF Chapter President