

**FACULTY SENATE MEETING MINUTES
MAY 3, 2016**

I. Call to Order

The meeting was called to order by Jamie Clark, Faculty Senate President at 2:00 p.m. in Student Center Building, Room 422. New members and outgoing senators were recognized.

II. Members Present

Academic Division:

Michelle Askew
Sally Byrd
Jamie Clark
Percy Jordan*
Michelle Judice
Zeb Lowe
Grace Megnet
Mavis Triebel
Christina Wilbur

Technical Division:

Cynthia Arceneaux
Brandon Buckner
Adriane Champagne
Toni LaGrone
Deborah Lawson
Sherry Lajeune
Amanda Smith*
Lisa Smith*
Tanya Woods*

Staff:

Karon Jackson*

Adjunct:

Albert Faggard

Guest(s)

Jim Cammack
Caitlin James

Eursula Davis
Robert Peeler
Jennifer Bryant

*Denotes absence

III. Approval of minutes

There were no additions or corrections to the minutes of the April 5, 2016 meeting, so the minutes were approved and were posted to the website.

IV. Correspondence

No correspondence

V. Committee Reports

A. Awards Committee:

1. Mavis Triebel reported that Adriane Champagne shall be the Senate's nominee for the Minnie Stevens Piper Professor Award.
2. The Faculty Senate Staff Appreciation Award nominee's name has been submitted to Dr. Stretcher, VPAA.

B. Facilities Committee

1. Zeb Lowe reported that to answer the question about why three departments on campus are closed daily during the noon hour the following information was collected.
 - a. All three departments were emailed.

- b. In order to make a change, the President would need to be involved. Currently there is not enough personnel to cover that many hours, which would necessitate hiring a new employee.
 - C. Finance/Compensation Committee
 - 1. Brandon Buckner in conference with Dr. Stretcher received the following information
 - a. Are we still paying the stipend to develop on-line courses through Blackboard?
 - i. There is a onetime \$500 dollar payment for the development of online courses
 - ii. There is a onetime payment of \$707 upon the implementation of this course.
 - b. Is there a statute of limitation on the payment?
 - i. In previous years an instructor completed a course in one year and did not get paid until the next year.
 - ii. No instructor has complained of nonpayment. If there exists such a claim, come see him personally.
 - iii. There will be a time limit to request payment.
 - c. Can we go to a yearly or quarterly stipend for travel and cut out the monthly request to travel at college expense for travel reimbursement?
 - i. No. The finance department stated that travel reimbursement needed to be the same for all travel.
 - ii. Requests must be made and approved before travel takes place
 - iii. Travel rates change periodically
 - iv. Destinations change by semester
 - v. Payment can only be made after travel has actually taken place
 - vi. Travel payments by block time would be paid at the end of the year of semester.
- D. LSCPA Educators' Memorial Scholarship
 - 1. Mark Knowles submitted the following report:
 - a. Interviews were conducted on Tuesday, April, 19, 2016 at Lamar State College Port Arthur.
 - b. The committee awarded Shelby Broussard, Hamshire Fannett High School and Baylee Lewis, Port Neches-Groves High School each a \$500 one time scholarship for fall 2016.
 - c. Both recipients and their respective counselors have been notified.
 - d. The remaining applications have been forwarded to the Campus Scholarship Committee for further consideration.
- E. Ad Hoc Committees
 - 1. Relay for Life
 - Adriane Champagne reported that
 - a. Relay was held on Boston Avenue in Nederland Saturday, April 23, 2016
 - b. 59 teams participated with 725 participants
 - c. \$532,00 was raised for the event.
 - d. The Seahawk Strutters raised \$1,861

2. Social Committee
Caitlin James reminded members that an after graduation gathering will be held at Tequila's in Mid-County. All faculty and staff are invited to attend. Reservations are preferred, but not required.
3. Faculty Development Committee
Jamie Clark reported that plans are being completed for the fall Faculty Development Day. The event will be held on Wednesday, August 17, 2016 from 8:00-2:30 p.m. in the Parker Center on campus. Breakfast and lunch will be served. A copy of the tentative schedule was distributed.
4. Nominating Committee
 - a. Committee members were Percy Jordan, Brandon Buckner, and Michelle Judice.
 - b. Brandon Buckner, in the absence of the chair, presented the ballot.
President: Jamie Clark
Vice President: Toni LaGrone
Secretary: Christina Wilbur

V. Old Business

None

VI. New Business

- A. Election of Officers for 2016-2017
 1. Nominees Jamie Clark, Toni LaGrone and Christina Wilbur left the room.
 2. Vice President Michelle Askew conducted the election after a motion was made to accept the committee's report.
 3. The three officers for 2016-2017 were elected unanimously.

VII. Reports

- A. Lamar University Faculty Senate
 1. Mavis Triebel reported that the meeting was held in the Spindletop Room, Library, Lamar University Campus on April 6, 2016, at 3:30 p.m.
 2. Guest Speaker: LU Police Chief Hector Flores
 - a. Will implement campus carry policy when adopted
 - b. Added more security officers on campus
 - c. Dorms will have 24/7 security
 - d. Improved lighting on campus
 - e. Civilian training will be available
 3. Elections for 2016-2017 officers will be held Wednesday, May 4, 2016 at the Faculty Senate meeting.
 4. Academic Issues Committee
 - a. 55 and 80 minute classes will be continued.
 - b. Fall semester shall be shortened by one week to have and will have one week between Summer II and fall semesters.
 5. Staff appreciation day plans were presented for April 29, 2016.
- B. Lamar Institute of Technology Senate
 1. Adriane Champagne reported that a finalist for President of LIT was named by the Chancellor.
 2. Dr. Lonnie L. Howard's name will be presented to the Regents after 21 days.

- C. Tribute Fund
 - 1. Michelle Askew reported that \$125 remain after purchasing flowers for Dr. Jordan.
 - 2. By consensus it was agreed that prior to the beginning of the fall semester all remaining funds will be donated to the scholarship fund.
- D. Executive Committee Meeting
 - 1. Attendees: Dr. Betty Reynard, Jamie Clark, Michelle Askew, Mavis Triebel
 - 2. April 26, 2016, 2:00 p.m., President's office
 - 3. Items discussed included:
 - a. Construction on the privately owned 100 bed apartment building has begun and is expected to be completed by August 1, 2016.
 - b. With the apartment building being completed in the near future, questions regarding security after 5 pm have been asked. The possibility of having a residential assistant or house parent is being considered. This individual would have to be trained regarding security, Clery Act, etc.
 - c. A committee has been put together to explore improvements regarding food service. New contracts with food vendors and vending machines are being considered. New furniture for the dining area is also being considered at this time.
 - d. Applications for enrollment have been opened in advance. Applications for enrollment in summer and fall classes have been open for new students since December 2015. At this time, the numbers are greater than in previous years.
 - e. The Industrial Technology Center will possibly begin construction by October 2016. At this time the plans are aligned with the budget. The plan will go to the board in August 2016 for approval.
 - f. Port Neches Groves ISD will be participating in the co-enrollment classes with LSC-PA.
 - g. Scott Street will be having an athletic fundraising event on Saturday, August 20, 2016. The proceeds will go toward athletic scholarships. Tables can be purchased but there will also be general admission. Concession stand foods and drinks will be served. There will be a silent auction and then the band, Molly and the Ringwalds will play from 7:30 pm to 10:00 pm.

VIII. Announcements

- A. Appreciation was expressed to the providers of the refreshments.
- B. New officers and members will begin service at the September Senate meeting.

IX. Adjournment

- A. Meeting adjourned at 2:35 p.m.

Mavis T. Triebel, Secretary