Call to order

Approval of the minutes of December 4, 2014

Report of the Executive Committee

Remarks by the Chancellor

Scheduled Remarks
Jeffrey Balser, Vice Chancellor for Health Affairs and Dean of the School of Medicine

Standing committee reports
None

Ad hoc committee reports
None

Old Business
Motion on anonymous electronic voting: Senators Joel Harrington, Claire Smrekar, Brian Heuser, and Myrna Wooders

New Business
Motion from Faculty Manual ad hoc committee on establishing standing committee status

Motion from Faculty Manual ad hoc committee on revisions to the Faculty Manual (Part 1, chapter 5)

Good of the Senate

Adjournment

Voting Members present: Baker; Balser; Barnes; Benbow; Cannon; Christenbery; Christman; Cliffel; Dewey; Harrington; Hasty; Hetherington; Heuser; Johnson, J; Johnson, R.; Kennedy; Lind; Koutsoukos; Martin; McCammon; McCain; O’Hara O’Connor; Oskay; Price; Rohde; Smrekar; Steiger; Talbot Tarpley; Walsh; Webb; Willis; Wittig; Wooders; and Ziegler.
Call to order

Vice Chair Rolanda Johnson called the meeting to order at 4:10pm. She noted that Parliamentarian Donald Brady is not able to be present and Past Vice Chair Jeff Johnson will be acting parliamentarian for this meeting.

Approval of the minutes of December 4, 2014

Vice Chair Johnson asked for approval of the minutes. A motion was made and seconded to approve the minutes. The motion passed unanimously by voice vote.

Report of the Executive Committee

Vice Chair Johnson gave the report of the Executive Committee.

1. Retirement benefits: The retirement transition plan is in full swing, and faculty and staff can go into the website now and make changes. We encourage the senators to go back to their departments and schools, and distribute this information to faculty and staff. The Executive Committee will continue to work with the Retirement Oversight Committee to monitor the progress of the transition, and will report back to the Senate as needed.

2. Concur: This has been an ongoing issue for the last few years. The Executive Committee has met with Tony Grayson and CFO Brett Sweet, and they have also shared concerns with Provost Wente and Vice Chancellor Balser. The data from Arts and Science was very helpful in pointing out real issues with the Concur website. We will let you know how that progresses.

3. Athletics task force: At the January elected senators only meeting, we were not able to get to this agenda item. We will have discussion related to athletics at the March meeting of the Faculty Senate. The Senate Athletics task force has not been established yet, as the Executive Committee thought it would be best to have a discussion among senators first. The task force will consist of senators and non-senators.
4. Comprehensive Transition Programs: The Executive Committee met with Professor Katherine Donato and Assistant Provost for Faculty Dawn Turton about possibly providing tuition assistance for dependents for comprehensive transition programs approved by the Department of Education. The Executive Committee is exploring advantages, disadvantages, and best practices as it relates to these programs along with what is happening at peer institutions.

5. VU/VUMC Reorganization: Dr. Balser will talk today about this topic. The Executive Committee has also been meeting with the Provost and Vice Chancellor about this. She then asked for any questions.

Question: There are approximately 2,900 faculty at Vanderbilt, and 30 Senate members who come to meetings, so it’s really not possible for senators to communicate with even the people in their schools. Would it be possible for us to get mailing lists so that we can communicate directly with the faculty in our schools?

Vice Chair Johnson: I think we realize that the senators can’t go back and interact one on one with all faculty and staff, but at least try to get that list within your school or department, and then articulate that information. There are some schools that already have avenues of communication that are effective. If senators can tap into those avenues of communication, I think we can get the word out more broadly.

Remarks by the Chancellor

Chancellor Zeppos gave his remarks.

Scheduled Remarks

Jeffrey Balser, Vice Chancellor for Health Affairs and Dean of the School of Medicine

Vice Chancellor Balser gave his presentation on the split between Vanderbilt University and VUMC.

Question: What are you worried about in terms of potential risks?
Vice Chancellor Balser: Uninsured care and the growing economic burden of uninsured care on academic medical centers is huge problem. We do half of the nations’ uninsured care in 5% of the hospital beds. We are the uninsured care provider for America. We are the uninsured care provider for middle Tennessee at Vanderbilt. That is a huge economic threat to us.

Question: How big is the VUMC campus going to get?
Vice Chancellor Balser: It’s not going to get much bigger. You mean, “Are we going to grow the faculty?” and the answer is, “Not very much.” We are developing affiliate relationships with doctors so even if they are employed by us, they won’t be faculty. Most will be affiliated providers. We are not looking to grow the faculty by that much.

Question: Would you mind if we had the presentation put on a password-protected website?
Vice Chancellor Balser: I will defer to the leadership of the Senate as to how and where that could be done. There are aspects of this presentation that Legal and Finance may not want public, and I need to get their guidance on it.

**Old Business**

**Motion on anonymous electronic voting: Senators Joel Harrington, Claire Smrekar, Brian Heuser, and Myrna Wooders**

Vice Chair Johnson asked Senator Joel Harrington to present the motion: “Whereas on March 13, 2003, the Faculty Senate discussed the issue of privacy and electronic voting at some length and, on April 10, 2003 the Senate further discussed and passed a motion including the statement: “Voting on matters before the Faculty Senate shall normally be by "ayes" and "nays" (voice vote or show of hands) or by electronic voting;”

And whereas the rule above continues to be a part of the Constitution of the Faculty Senate and technology has advanced so that anonymous electronic voting has become substantially more efficient;

Be it resolved that, except for routine matters such as the approval of minutes and adjournment or when a roll call is effected, or in the matter of electronic disruption, all voting in the Faculty Senate be electronic and anonymous.”

Vice Chair Johnson stated that the motion had been amended with a friendly amendment at the last meeting. She asked for any discussion on the motion. Senator Harrington said that the wording that was added was: “or in the matter of electronic disruption.”

Vice Chair Johnson called the question and the vote was taken electronically. The motion passed unanimously.

**New Business**

**Motion from Faculty Manual ad hoc committee on establishing standing committee status**

Vice Chair Johnson asked Senator Heuser to present the motion: “Whereas, an extensive number of changes (both substantive and merely technical) have been made intermittently and continue to be made to the Manual on an ongoing basis. In addition to the changes to the Manual itself, changes in other University policies often have a direct bearing on various aspects of the Faculty Manual and require some kind of intentional deliberation (Recent changes to the University’s retirement benefits are a perfect example). Prompt compliance with regulatory changes from federal/state agencies as well as other regulatory bodies such as the Joint Commission is also a driving force in the need for the manual to have a degree of regular oversight. Finally, it is also the case that Deans from each of the Colleges/Schools at Vanderbilt regularly require clarification
of different aspects of the Manual, especially where congruence with their own policy and procedures is concerned.

The members of the Ad Hoc Committee on the Faculty Manual unanimously recommend the creation of a standing committee of the Faculty Senate for the Faculty Manual. This new committee could become either a stand-alone committee or a subcommittee of either the existing Senate Affairs or Faculty Life Committees.

Be it resolved that the Faculty Senate establish a standing committee for the Faculty Manual to take effect upon the completion of the initial work by the Ad Hoc Committee on the Faculty Manual.”

Senator Heuser thanked Senator Maggie Tarpley who serves as chair of this committee, as well as all of the committee members for their good work. He said that they are open to the standing committee being housed under the Senate Affairs or Faculty Life committees.

Vice Chair Johnson opened the floor for discussion.

Hearing none, Vice Chair Johnson called the question and the vote was taken electronically. There was a question about a quorum, and Past Vice Chair Jeff Johnston stated that quorum as defined in the Senate constitution is 20% of the voting members, which is 14 members. There were more than that present and voting. The motion passed unanimously.

Motion from Faculty Manual ad hoc committee on revisions to the Faculty Manual (Part 1, chapter 5)

Vice Chair Johnson asked Senator Wooders to present this motion:

“Chapter 5: Amendments to Faculty Manual

All amendments or proposed amendments to the Faculty Manual are required to pass through Steps 1 to 3 below.

Step 1. Proposal for Changes
A proposal for a change in the Faculty Manual must be made by the Chancellor, the Provost, the Vice Chancellor for Health Affairs, or the Faculty Senate Chair on behalf of the Faculty Senate. The proposal becomes formal when the officer initiating the proposal sends the proposal in writing to the other three participants in the change process. The Chair of the Faculty Senate shall inform the members of the Senate of any changes to the Faculty Manual that have been proposed since the most recent prior meeting of the Senate.

Step 2. Deliberations
After a formal proposal for change is made, the Faculty Senate, the Provost, and the Vice Chancellor for Health Affairs shall have a minimum of thirty days to issue their recommendations to the Chancellor on the proposed change. All efforts should be made
to conclude deliberations within a reasonable time. It is likely that many changes that are purely informational will not require discussion. Others will merit extended discussion, including study by committees of the Faculty Senate or to the Office of the General Counsel. After deliberations are concluded, the ultimate decision on whether the proposed change becomes effective lies with the Chancellor. The Chancellor will communicate these changes to the other three officers involved in the change process.

**Step 3. Notification:** The Chair of the Faculty Senate shall inform the members of the Senate of the final disposition of each proposal. Deans of each School shall bring the changes to the attention of the faculty members of their schools. A copy of any changes to the Faculty Manual shall go to the Office of the Faculty Senate for archiving as discussed below.

**Interim Change**

There may be instances in which some almost immediate change is needed due to changes in Federal, State, funding, or regulatory agencies. A change in government regulations might well include a specific compliance date (for instance) and an interim change may be required. If that change involves matters that the Faculty Senate (for instance) wishes to study in more detail or if the Faculty Senate is not in session, an interim change may be required. In such cases, the Chancellor either may make the change or designate another officer to do so, with an indication on the Faculty Manual website that the matter is under review. The procedure shall then follow that stated above, beginning with a proposal for change.

**The Archival Process**

Under the current Vanderbilt Document Retention Policies found at https://int.vanderbilt.edu/admin/Compliance/DocRet/Lists/Retention%20Policy/Alpha.aspx (accessed 2 Feb 2015), the Faculty Senate Office is the office of record for the Manual; the Vice Provost for Faculty Office is the record custodian.

1. In August of each year, a snapshot is taken of the Faculty Manual and frozen for that year; the snapshot is retained in the Faculty Senate Office for 7 years, then sent to the University Archives.

2. The final record of changes made each year, prior to the snapshot being taken, is retained permanently in the Faculty Senate Office.

3. Records leading up to final changes are retained for 7 years in the Faculty Senate Office, then destroyed.

In addition to the document retention policy cited above:

1. Each year a hard copy of the August snapshot supplied by the Faculty Senate Office shall be preserved as an archived document in the Jean and Alexander Heard Library’s office of Special Collections and University Archives. The copy in University Archives shall be maintained in such a way that both the archived hard
copy and the online snapshot for any given year are conveniently available to faculty members.

2. As changes are made in the Faculty Manual following the procedure above, they shall be documented on the Faculty Senate website, and the accumulated set of all changes made during the year shall be archived along with the snapshot.”

Senator Wooders also thanked Senator Maggie Tarpley who serves as chair of this committee, as well as all of the committee members for their good work. Senator Wooders noted that the distributed paper copy of the non-tracked motion had some omissions from the tracked version paper copy. She enumerated those differences. She outlined the major changes that were proposed by this motion. She noted that the only policy change was the addition of “Step 3” and that in the past, although policy changes were to become effective immediately, faculty were not always notified of the changes. She also noted that the Faculty Manual is part of faculty contracts with the University and she quoted from her own contract a part of a sentence that has been in many contracts for some time.

Vice Chair Johnson opened the floor for discussion.

Question: So, this version with the tracked changes in the final version? Senator Wooders: Yes, this is the final version.

Vice Chair Johnson called the question and the vote was taken electronically. The motion passed unanimously.

**Good of the Senate**

Comment: I want to thank the Chancellor for his strong leadership on sexual assault prevention. I do want to enter into the minutes of the Senate that one year ago, the Senate passed a resolution unanimously that Senator Smrekar and I worked on that did ask the senators themselves to take a leadership role. So I do want us in future meetings to revisit what the leadership role of the Senate and senators is as relates to sexual assault prevention on the Vanderbilt campus.

There were other comments regarding sexual assault prevention.

Provost Wente offered to provide a report or presentation to the Senate about VU’s alcohol policies and any training around that issue.

**Adjournment**

Meeting adjourned at 5:35pm.