1. The first item of information which is not on the written agenda, has to do with salaries. John Sterling should have the salary sheets out by close of business today and there will be a merit overall increase of 3%, but we would like to do the allocation on a merit basis and we will need those back by close of business on Thursday. Question - Can the average of 3% be manipulated up and down. Reply was yes. The people that were hired after March 31, 2001 are not eligible for pay increases. The pay will be retroactive to July 1. Discussion followed.

2. Agenda Item 1 - Fort Sill Permits

Implementation of the Fort Sill security program has been delayed until October 1. Faculty and students will have to get a special sticker. It will still be a minor inconvenience but nothing major. Discussion followed.

3. Agenda Item 2 - Complimentary Athletic Tickets

Sullivan has asked Sam Carroll to provide the members of the Deans Council with free tickets to Cameron athletic events.

4. Agenda Item 3 - Proposed OSLEP Enrollment Changes

Sullivan distributed a memo from Margery Kingsley, Cameron OSLEP Coordinator, regarding proposed OSLEP enrollment changes. In the past, our students, if they wanted to participate in OSLEP, made an application to OU, enrolled at OU, paid their tuition at OU and went to an OU seminar. The way we are looking at doing this now, is that they apply to OU, are accepted, they enroll in a Cameron special studies course that is handled by Marge Kingsley, they pay here and so what happens is that they get Cameron credit so they don’t have to transfer it from OU and we
get to keep the tuition here but OU still conducts the program. Sullivan plans to approve this change unless anyone has some reason why he should not. If there are any objections, let him know.

5. Agenda Item 4 - 2001 Per Diem Rates

Sullivan distributed a document regarding 2001 per diem rates. There are some slight changes if people are going to different places. In the past we have been limited to per diem of $26.00 per day. Now the rate will vary according to the guidelines. The designated lodging rule will not change. This may have a minor impact on travel budgets. Discussion followed.

6. Agenda Item 5 - General Education Committee Meeting

Sullivan stated that this afternoon he will be meeting with the General Education Committee. At that meeting Sullivan will be asking them to study how we bring our graduation requirements from 128 hours to 124 hours or even 120 hours. Sullivan wanted to let the deans know he will be talking about this at the meeting this afternoon. Discussion followed.

7. Agenda Item 6 - Enterprise Academics

Sullivan stated that when you say Enterprise academics that doesn't really mean anything until you look at the details. Sullivan asked for suggestions on how to disseminate it to the faculty. Soelle suggested it be disseminated via the Intranet but to keep it straight forward and simple - most already buy into the notion of shared responsibility. They understand they should be involved in recruiting and retention, etc. They are already on board for a lot of it. Sullivan stated it is really a part of the planning process. Soelle stated that she felt that the faculty would like to hear from Sullivan on some of the issues. He stated that he plans to visit with each department during the next few months. Discussion followed.

8. Agenda Item 7 - Work Permits

a. The issue of how to ensure that potential candidates for employment have an appropriate work permit was discussed. It is essential that this condition be met before a candidate is employed. Caution must be taken not to infringe on the candidate's rights when inquiring about their status.

b. Sullivan asked Gary Buckley to tell the group about this item. Buckley stated that an individual who is going to work at Cameron and has not received his work permit, cannot be on the payroll and not be in the classroom. He found this out Thursday about one of his new faculty in Technology Department who had not filed his paperwork. and it is going to take about 90 days. He applied for what is called an EAD (Employment Application Document). He has to have that document in hand the day he starts work. He applied for an H1B1 and when he applied for an H1B1 it turns out that all he has to do is show his immigration office that he has received his paperwork and he will eligible to work. There was another question in the Math Department where the faculty
member did not have his document in the Personnel Office. Question was asked if there is anything that can be done about this when positions are advertised and what questions can be asked when interviews are conducted. One of the statements that can be made is that - "before we will be able to employ you or put you on the payroll you will be required to provide to the Personnel Office, proof of permission or ability to work in the United States and that is by way of proof of citizenship, social security card, work visa, etc." Without asking them, you can say we need to know that before you can be put on the payroll you will have to provide evidence that you are able to work in the United States. Question was asked if this is the candidate’s responsibility or does Cameron help them. Burgess stated that we will have to provide certain information but the responsibility of obtaining the required documents is theirs. Lengthy discussion followed. After discussion Burgess suggested that at some point during the year before people start advertising for their positions, it might be helpful for either Desi Martinez or her to do a training session for deans and department chairs and maybe a member of each school’s personnel committee, on managerial issues related to interviewing and employment - things to be considered and things to be aware of, etc.

9. Agenda Item 8 - Retired Pay Limits

Sullivan stated that Neale is going to talk about this item. Neale stated that she is dealing with a faculty member that wants to come back as adjunct. There are some limitations. First of all there has to be a 60 day interruption before they can come back to work for you and then the pay is very limited and is scheduled according to so much per year - like $15,000 per year for the first 36 months. Sullivan stated that it is $15,000 per year; nothing during the first 60 day but there are portions of years you have to look at. Questions was asked where that information is. Sullivan stated it is in state law and John Sterling has a copy Discussion followed.

10. Sullivan told the group that 100 copies of the Faculty Handbook are going to be printed and distribution will be made as was suggested at the last meeting. Distribution will be two per school, two per department and two to the Library.

11. Sullivan stated that they are looking for somebody to be co-chairman of the United Way. If anyone has any suggestions, let Sullivan know.

12. Agenda Item 9 - Emeritus Faculty

Sullivan feels that emeritus faculty can be great friends of the university and he encourages the use of emeritus faculty as adjuncts to teach courses when that is appropriate. If anyone has any thoughts about things you would like to see us do with emeritus faculty, let him know by e-mail.

COMMENTS

Burgess - Brought up the issue of conducting background checks on prospective faculty members and cited an article in last Friday’s Chronicle of Higher Education. There was a situation at another
university involving an advisor who they were really proud of and had put an article in their alumni magazine talking about what a wonderful advisor he was and then an area person recognized him as a defendant in a local murder prosecution several years earlier. The person contacted the local DA who then contacted the institution and told them yes, the advisor was convicted but the conviction was overturned on a technicality because of invalidated evidence, yet in the process it was reported that he had two prior rape convictions for which he had served a number of years. For a couple of years this person had been hiring students and in fact had taken students on a trip to Costa Rica. There was a big discussion about that university not doing a background check. We potentially may have some of those kinds of issues to deal with. We have talked about it for a long time but have never made a decision. When we hire people, whether it is faculty who will be around students or other personnel that deal with students, Burgess doesn’t think we traditionally do background checks. She feels that is something that should be talked about. Neale stated that in teacher education, effective November 1, those applying for certification in the Spring will have to have an OSBI and an FBI check done in order for them to obtain teacher certification. If something turns up then they cannot be certified for 10 years. Neale does not know how these checks will be done, whether they will have to go through some facility here, like DHS, but the student will have to have them and they will have to pay for them. Discussion followed.

Soelle -

a. Soelle stated she had a budget question regarding adjunct/overload. In the spring, usually in April, deans submit their budget requests and ask for whatever adjunct/overload monies they anticipate they will need. Liberal Arts has lost some positions this summer and they are having to adjunct those positions out or find overload. She is coming up very short in a couple of areas for adjunct/overload monies. Despite the fact that her school has lost the positions, the courses have to be taught by somebody. Soelle asked if she should submit a memo to the Provost explaining what her budget needs are. She doesn’t want to get them too far in the red without knowing that additional monies will be available. Discussion followed. Sullivan will talk with John Sterling but won’t do anything about adjusting the budget until we get further down the line.

b. Soelle stated that they are having an increasing problem with classroom that are not equipped with basic equipment, i.e, TV’s, VCR’s, overhead projectors, etc. Since we don’t have a media center this equipment is all over the place. She would like to consider mounting equipment in rooms but they have been moved around so often in terms of the classrooms they use. Sullivan replied that this situation will probably continue. Probably the best solution is to get some kind of dolly to move that equipment around. Short discussion followed.

Dawe - No comments.

Harrison - No comments.

Pokorny - Stated that he is trying to put together a VIP campus tour whenever dignitaries come to campus and include faculty and students in this tour. Pokorny will send out more information or call
people about the details. We want to take this and refine it and make it a very worthwhile effort to entertain but more than that to bring people up-to-date on the physical aspects of the Cameron campus. Pokorny stated that anytime anyone has a visiting individual that they would like to have take part in that tour, let him know.

Soelle: When the Alumni Reunion is held, is anyone available to take people around? Sullivan replied that some schools have their own breakfast and such but in terms of someone escorting them around campus, not really. Most of them come in about 10:00, they want to see each other and get their pictures taken. Next year Sullivan wants to come up with a new format. We are going to come up with a game plan to where we bring some of them in on Friday, teach them how to do a web page, teach them how to do some specific other things; estate planning is one of the things that comes to mind. We will have a barbeque that evening and schedule a volleyball game that evening - different format. We are going to try to appeal to a different group on Friday than those that show up on Saturday. Discussion followed.

Goode - No comments.

Buckley - Looking at class enrollments, he is trying to make a determination about what closes and cancels a class. Is there any kind of university guidelines on that or is it just a decision made by the dean as far as whether enrollment is big enough? Sullivan replied that for this semester it will have to be a deans’s decision, but it is absolutely something that he would like to discuss. He is looking at all kinds of data points trying to figure out how large our sections are, how many sections are our professors teaching, what is the return on our investment per FTE. There is a lot of management data that Sullivan wants to get familiar with. Sullivan asked the deans what their guidelines are. Neale mentioned that there are some guidelines - 5 graduate, 10 upper division and 20 lower division. Sullivan stated that he believes the guidelines are in the catalog. Discussion followed.

Neale-

a. Stated that in the Education Department this year they have started a mentoring program for new faculty and they have delineated certain activities that they are supposed to do with a mentor within the department. For example, one activity is going to the Library and doing interlibrary loans. When they complete the activities throughout the year then that goes into the mentor’s folder for exemplary service. It makes the new faculty feel more a part of the department and answers a lot of questions about things that sometimes faculty forget new people don’t know. It is a good program and they will be glad to share it with other departments in case they want to start a mentoring program.

b. Had a question about late fees. They begin today. Have they always been assessed the first day of class? It really puts some of our students in a bind that were admitted to teacher education Friday. They could not enroll in restricted courses, so they were going to enroll in those restricted courses today and now they are paying $5.00 per course. Dawe replied that in the past they sometimes have run into administrative reasons to try to waive those late fees. It is just a matter of
writing a memo to the Vice President for Student Affairs Office and ask them to please waive that
fee for whatever reason. Neale stated that she has written those but it just seems like the first day
of class is too early for students to be hit with those late enrollment fees. Sullivan suggested Neale
go see John Sterling after the meeting. Short discussion followed.

Young - No comments.

Adjourned 12:08 p.m.