

Senate Executive Committee (SEC) Meeting
Monday, September 11, 2017
3:15 p.m. -- HELM 108-B

Call to order 3:16pm

[Copy of Agenda](#)

A. [Approve August 14, 2017 SEC Meeting Minutes](#)

Motion to Approve: DAVIS, JENKINS 2nd

Unanimous Approval

Attendance: Eric KONDRATIEFF, Jennifer HANLEY, Liz STURGEON, Jim BERGER, Kirk ATKINSON, Susann DAVIS, Jim FULKERSON, Marko DUMANCIC, Patti MINTER, Thad CREWS, David LEE (Guest), Tim SHAKE, Andrea JENKINS, Janet APPLIN, Elizabeth GISH, Joseph SHANKWEILER, Amber SCOTT Belt (Guest)

B. Reports

1. Chair (Eric KONDRATIEFF)

Heating and Cooling Follow-Up

President Caboni helped arrange a meeting with Bryan Russell, Dale Dyer, Edwin Morgan re:

faculty satisfaction with heating and cooling

-Do we get individual thermostats—answer is no

-Concern with the system is to regulate the timing—56 buildings, 4 million square feet of space, must schedule in advance, bi-weekly.

-Wednesdays do scheduling for weekend, Fridays for the for the following week

-Need notice ahead

-DFM can't accommodate last minute requests

-By late Tuesday, Wednesday before 1, make requests for the following week

-Very important that departments get the schedules to them so they know which classrooms need heating/cooling

-FAC—heat, humidity, just now transitioning from 1972 pneumatic to 2017 digital system should alleviate FAC problems

-With regard to concerns that HVAC is shutting down too early/not starting early enough, the older buildings are started at 4 am to be sure they are ready for 8, newer, more efficient buildings are started later

-There has been a change and they are working to address comfort concerns and air quality, there is a 6-year initiative to improve air quality

-Localized teams for one building or cohort of buildings

-Two hour meeting revealed that in 2007, a survey done indicated there were about \$278 million in needed repairs, but budget has not changed—\$4 million for operating costs and \$1.8 million for repairs and general usage

- Need capital to upgrade outdated systems
- We can better understand that these guys are working hard to keep WKU cool/heated when necessary
- J-term—load shedding required by TVA, schools must turn things off if there is a lot of stress on the system
- Murray State did not comply and there were consequences—total shut down
- DFM I smore than happy to accommodate individual requests
- 60,000+ calls each year and track email requests as well
- If you call in a work order or request, you will be given the work order number and therefore have the ability to track the work issues
- If you want to know if things are getting done, do it yourself, they want to work with us
- Working together on better communication
- Resolution to many issues—we can communicate directly
- Personal issues—they can't get individual offices set for individuals.
- Currently, offices and classrooms are set for 74 degrees—2-3 degrees lower than benchmarks
- Facilities Management has a website available where you can register and and click on work order/request
- Some requests are billed to department, some to the university
- Phone number 270-745-3253
- [brief powerpoint showing screen shots of website process for creating an individual account in order to send in work orders / service requests]**

Questions:

- BERGER: the report came out of the Budget and Finance committee and they seem to care. How do we establish open lines of communication and convey the information? Would they have problems sending out a document with the instructions to all faculty?
- KONDRATIEFF—have the budget committee contact them and send it out to the faculty, faculty orientation give faculty the information. We will have to make sure we give the information out on an annual basis
- ATKINSON—Building schedules, do they have a list with the way they are set? Grise for example, it's too hot
- KONDRATIEFF— if you know there's a problem, you can make a work order
- ATKINSON— are there special circumstances?
- KONDRATIEFF— they have real time monitoring on hot days. Thermostats monitor the air by the door—you have to tell them the thermostat is wrong
- ATKINSON—sometimes we've told them and they say no because their controls are inaccurate, they need to be willing to come and check it out
- KONDRATIEFF—ongoing process, experimentation, Bryan Russell said they are willing to work with us and the more localized teams allow them to be on the spot more quickly. There is some information on the website: <https://www.wku.edu/facilities/>
- BERGER—never heard about the TVA rollback [load shedding], campus should be notified about this to prevent a massive influx of work orders
- KONDRATIEFF— I'll contact them about creating an email to notify campus about load shedding

Note: Attached are the minutes from the meeting between Eric KONDRATIEFF and Facilities Management. See Appendix A

2. Vice Chair (Liz STURGEON)

Faculty Regent Election

- Sending out electronic correspondence (copy of e-mail included Appendix B)
- In the process noticed that some of the procedures are outdated—work with Jen HANLEY and possibly Julie Shadoan to update the charter
- Election will be held, Thursday, October 13, 2017
- List should be accurate
- Written responses required for corrections by September 25, 2017
- Nominations due September 25, 2017 at 4 pm
- A copy of notification will also be distributed via campus mail
- We will need to hold several special SEC meetings in relation to regent election: Validate the ballot, September 25, 2017 at 4:30 and to determine results, October 12, 2017
- MINTER—If we have a competitive regent election we will need to set up a candidate forum
- SEC set up a candidate forum, we name the time and place, if people want to be on BOR they appear
- Broadcast to regional campuses, via Adobe Connect
- Schedule a meeting for October 12 at 4:30, then it goes to the president—he calls the successful candidate, SEC signs the certification
- We need to schedule a meeting to certify the candidates, set the forum date, Monday September 25, 2017 at 4:30

At-Large Committee Elections

Positions we need to draw names for:

(Note: First person listed is the representative, 2 and 3 are alternates should 1 be unavailable)
Faculty Welfare and Professional Responsibilities Committee (FWPRC) Regional Campus—3 nominees

Ballot drawn: Melanie Asriel (1) Glasgow Campus; Stacie Sutter (2); Sammie Parsley (3)

FWPR; Part time Candidates:

Daniel Phillips (1), Scott Huff (2), Phillip Stagner (3)

Commencement Committee:

Lori Alexander (1); Loretia Dye (2); Jim FULKERSON (3)

PCAL and CEBS at-Large Senator Positions

- PCAL- a senator is vacating an at-large position and assuming a Department Senator Position
- Alternates refused to assume the at-large position

- At-large election in February, how do we fill this position?
- By-laws— Vice chair and PCAL representatives would hold an election for the at-large position that is vacant and then hold full election in February
- We need to do this

CEBS—APPLIN and BERGER—we also need to do this in CEBS

STURGEON—Sam Evans is holding a meeting

BERGER—one left, another person was appointed to governor’s committees and had to step down

STURGEON—how do we do this election?

MINTER—just like any other election using the same process and college reps

APPLIN—we need nominees from the college

MINTER—Dean’s office has list serve

KONDRATIEFF—New Business: Ogden Merger and Senate Representation

-Ogden merger of 3 departments into one: Engineering and Applied Sciences

-Reduce representatives to one in February

-Do we allow the 2 senators elected pre-merger to finish their terms as at-large?

MINTER—census count for at-large, the department loses seats, they get to keep their at-large proportion

BERGER-at-large numbers shouldn’t change

KONDRATIEFF—election happened prior to merger

APPLIN—should we think about adding more senators to accommodate departments with bigger proportion?

MINTER—No

3. Secretary (Jen HANLEY)

-Sign in and state your last name when speaking during the meeting

4. Committee Chairs

a. Academic Quality Committee (Kirk ATKINSON): No Report

ATKINSON: We have not met yet. Missing committee member—Yvette Getch, needs replacement Prior year’s chair, left no lingering or outstanding issues, if you know of any let Kirk know

b. Faculty Welfare and Professional Responsibilities Committee (Patti MINTER): No Report (on agenda; MINTER brought brief, one-page report for distribution).

MINTER: Motion to include; KONDRATIEFF: Second

Vote: Unanimous

-Met on Friday, distributed report

-organizational meeting

-Parceling out the welfare comments, will be given to appropriate venues

-Stephen King and Lauren McClain will work on the gender equity survey

-Watching the title IX/Clery compliance issues re: DeVos and changes, what the new directive looks like we will address those concerns

-Following up with Title IX team to have the new website launch, plagiarized from UNC,

- No reply in response to questions about the Title IX/Clery Act website—we will let you know when it's up
- HR and Staff Council contacted MINTER and KONDRATIEFF—regarding paid FMLA for 12 weeks, want a policy not endorsing a concept before we endorse it
- Slated for October agenda

c. Budget and Finance Committee (Jim BERGER): No Report

BERGER

- Met last week, second meeting, first meeting before the Faculty Senate; BERGER selected as chair, great group
- No action items, time talking about HVAC issue, bring it up to the SEC, KONDRATIEFF had been invited, wanted to wait for Eric's feedback, pleased with the commitment to communication by DFM
- Opportunity for the committee to work with FWPRC—salary, merit increase, adjustments; also support for on-site child care, opportunities, but faculty want more, may be both FWPRC and Budget
- Share findings of KONDRATIEFF with Facilities Management that might steer us in a different direction
- Define benefit plans related to budget, variety of discussions, nothing solid at this point
- Moving forward

d. Colonnade General Education Committee (Marko DUMANCIC): No Report

DUMANCIC:

- We have a problem regarding representation
- Have not met, but we took a straw poll and only Jerry Daday has agreed to chair the colonnade, but he is now an administrator
- If we look at definition of faculty in bylaws it is ambiguous because he is still technically sociology faculty
- Can Jerry be the chair? Do we want to clarify who is faculty?

DUMANCIC— I support Daday's candidacy and the straw poll was unanimous for his candidacy

KONDRATIEFF—Daday teaches one class in person, 3 On-Demand, this adds to the ambiguity. He is running a center to train people to be better teachers. How can his expertise help Colonnade?

DUMANCIC—Daday has a pedagogical background that makes him qualified to guide the Colonnade committee through assessment challenges

HUDEPOHL—we need to be objective—not using who we like, or what their expertise is—letting him serve sets a standard of administrators holding positions of power over curricular matters. Daday chose to move into an administrative position

KONDRATIEFF—we need to clarify what faculty means

DUMANCIC—how we define faculty, quote from charter

KONDRATIEFF— we need to specify in the charter the exact definition of faculty (See Senate charter, page 4 section II: Membership of the Senate, A2.

<https://www.wku.edu/senate/documents/charter-of-the-university-senate-feb-2017.pdf>)

DUMANCIC—we have had department heads as committee chairs before

HUDEPOHL—but that caused problems

MINTER—can't make policies to the person, because you can't engineer the outcome, we have seen power plays in the past, we don't want to set a precedent, department head in standing committee has an automatic conflict of interest. But he could serve ex officio on committee—AQ has done that with Doug McElroy, the registrar is on UCC

HUDEPOHL—even when he was senator, the decision about him being a senator came up and he was told no

DUMANCIC—but just Jerry's position, was this unfairly applied to him? I encouraged Jerry to re-litigate

HUDEPOHL—the standard is that he is not attached to a unit that offers tenure, department heads are

KONDRATIEFF—grey area for Jerry, considering that we also need to get rid of the grey area, new senate charter without these grey areas need to be developed, Not trying to advocate for Jerry—teaching 4 classes for his department

DUMANCIC— shall we take straw poll from the SEC?

MINTER—There are two questions before us: the one in the report, if it is deemed that Kate and Julie's decision stands, then he can't be a senator

HUDEPOHL—last year this came up at AQ, because the charter was clear that since the person was not a senator, they made an exception one year in the past, senate charter change takes time

GISH—are there contingencies in our charter?

MINTER—Membership, senate committees (See above senate charter link)

BERGER—once he stepped into the executive role, he stepped out of the senator role. If he stepped out when is the vote

KONDRATIEFF—he is teaching On Demand classes-3

MINTER—On Demand is different

DUMANCIC—not part time

GISH—Last year he was told he was not a senator

HUDEPOHL—Former vice chair Julie Shadoan reviewed the charter, not sure where she made her decision,

MINTER—Definition of department chair is clear

HUDEPOHL—contact Shadoan. Previously a department chair was officer of the senate, Paul Markham

MINTER—we are discussing this because we like Daday

HUDEPOHL—philosophical discussion

MINTER—page 13 B4—rules of standing committee chairs shall be chosen from members of the senate, so we need to determine if he is a senator

DUMANCIC—middle of the road, we need to be clear

BERGER—did he vacate or not

MINTER—he was told by Hudepohl and Shadoan that he was no longer a senator

GISH—what is the rationale?

KONDRATIEFF—we need to figure out why

HUDEPOHL—part is coming from the part we've talked about previously, do we need to make clarification?

KONDRATIEFF—we need to make changes to the senate charter to clarify

Straw poll: yes

SHAKE—what is the division of his responsibility? Where is he?

LEE—about 50/50 and it's in DELO, administrative career—academic affairs

ATKINSON—path of progression is irrelevant

JENKINS—What happens if Jerry doesn't take over

KONDRATIEFF—Jerry could be ex officio

FULKERSON—the committee is mostly new people

DUMANCIC—only one person has institutional memory

HUDEPOHL—let Daday finish out this year? Figure out the charter

MINTER—we can do that but we need to clearly define the parameters, Paul Markham was made a faculty member but then did a lot of bidding for administration, it created uncomfortable situation

KONDRATIEFF—if we do an exception we also have to close the loophole

MINTER—we need to make specific language change

HUDEPOHL—what if the charter change doesn't happen?

GISH—is there language that prohibits people ?

MINTER: We can make two motions to address the problem: if people are comfortable making this one exception than this is finite, but there is a chance that it might not be

MINTER: Motion 1: The SEC needs to draft language for the senate charter that would define faculty members as exclusionary of anyone who has an administrative appointment

APPLIN: Second

-Do we need to specify percentage of administrative?

APPLIN—we will need to have that in the draft

SHAKE—should we use the term faculty administrator?

Amber—be careful to make sure as that term has umbrella power, full time faculty classified specifically as faculty, caution using the term Faculty Administrator—be considerate about where they are

MINTER—concerns about people with personnel power, regent election language excludes department head, assistant dean, starting point for discussion

Vote: Unanimous

MINTER: Motion 2: Given the grey area in the current language, I move that senator Daday's petition to maintain status as at-large senator be granted. If he is a senator, then he can stand for election at Colonnade [CGEC] meeting tomorrow. If he is in the current job next year, this loophole will be closed.

BERGER: Second

ATKINSON—nothing against Jerry, concern section two are we breaking our own charter by making the exception? Is he part time faculty?

LEE/MINTER—No

Vote: Unanimous

STURGEON—one of the issues is that people on the committee don't know enough to be chair, we need to fix that problem. We need to work on this.

KONDRATIEFF—think of language to create rotational aspect of the leadership in the committee

e. Graduate Council (Kristin WILSON): No Report

Kirk ATKINSON (for WILSON)—nothing to report

f. Undergraduate Curriculum Committee (Liz STURGEON - Immediate past chair): No Report

Janet APPLIN—14th the deadline for new proposals

Met with Liz, Vice chair, Jessica Steenbergen

g. Faculty Handbook Committee (Kate HUDEPOHL): Report posted

HUDEPOHL—changes into handbook posted July 1. Changes come into effect July 1

Two approved action items didn't get incorporated correctly, must bring back through senate

Move for Approval: DUMANCIC; Second: BERGER

i. [Report](#)

ii. [Proposal to Amend FH, Substantive change: 01-2018 Tenure-eligible vs Tenure-track](#)

Typing error—comes from the Provost's office should have changed tenure track to tenure eligible

Motion to approve: unanimous approval

iii. [Proposal to Amend FH, Substantive change: 02-2018 Guidelines for Tenure-eligible faculty](#)

Move for Approval: HANLEY; Second: BERGER

HUDEPOHL:

-Went through and got sent to handbook, changes were not made completely through the document even though they were approved a certain way

-Originally going to give candidates option of time of hire vs department

MILLER and LEE—noted this was problematic, keep it at one standard for clear evaluation

-Change that was approved—orally as described SEC and Senate—they would be held to the standards at the time of hire

-Didn't go through, some of the original language was left

-Academic Affairs is treating this as a typo—clear candidates would be held to standards at time of hire

-Got changed everywhere but 4b2

BERGER: for change from Assistant to Associate?

LEE: language should be the same for both

BERGER—administrators hired in as associate, not tenured, may stay at the associate level and not be hired, chair of faculty promotion and continuance, description in document

HUDEPOHL—language says for tenure

BERGER—do they go up for tenure for what they came in

HUDEPOHL—when they go up for tenure, held to their hire letter

LEE—doesn't apply to full professor

BERGER—going to full can they choose

HUDEPOHL—for first jump to tenure it was a moving target—departments encouraged to change documents, to maintain consistency

KONDRATIEFF—Hire to tenure has a specific time line; but the time from tenure to additional promotion can be lengthy, so they can't be expected to be held to an older standard when more recent associate professors have a more rigorous standard for promotion

BERGER—if I have a tenured associate professor

HUDEPOHL—that is separate, consequences at the first level

JENKINS—clarity, working on tenure and promotion, research portion needs clarity

HUDEPOHL—first version candidate got a choice because it's clear, understanding is that a moving target is problematic, candidates aren't getting clear feedback if they get to pick, changing in your 4th year would make it impossible—zoinks, language has already changed

GISH—is this retroactive?

HUDEPOHL—already in place, held to what you're hired as

GISH—someone who was hired, what is the rationale?

KONDRATIEFF—let's move forward and vote

HUDEPOHL—Academic Affairs is holding people to the standards of their letter

JENKINS—but if it's not clear, it punishes faculty

LEE—this is when you can talk to your department (Directed to JENKINS)

Vote: Unanimous

HUDEPOHL—will look at the next step and make changes. Associate to full means current standards. E-mail Kate with suggestions.

5. Advisory Reports

a. Faculty Regent (Regent BURCH) Not present, no report.

b. Academic Affairs (Provost LEE)

-Promised staffing plans by Labor Day

-Signing off on a million dollars in searches about 23 does not include certain kinds outside of staffing plan

-ie non-continuance issues about 27-28 underway now or soon

-Budget situation is a hot mess, numerous concerns, get searches underway, keep fingers crossed

-Student recruitment—we've had an interesting situation with student recruitment, fall 2017 accepted a 1000 more that applied to WKU, number of first time full time, down about 66 from 2016, accepted more but still a decline in first time full time freshmen

Dr. Caboni=pay attention to yield.

-Getting enough at the top of the funnel, not doing as well at the end of the degree

-TOP folks, 90% show up in August

-President Caboni and Jace Luxe have talked to the deans about yield strategies

-President—College recruitment receptions in January and February

-More marketing, President Caboni is more electronic

-Whereas in years past, getting more students to apply, we've mastered that, but keeping folks engaged from winter through summer to get them back in classes

-Process of assembling committee that is collaborative with student affairs for first year experience

-In collaboration we are looking to something more residential, collaboration between Academic Affairs and Student Affairs

- Second committee—registration process of incoming students, multiple department heads, primary advisors==structure the fall schedule to make it better for retention
- Block scheduling? Not giving incoming students so much choice—maybe they have a fixed schedule, they pick one
- Recruitment, how to get students in the door and plugged into a structure
- Cohort-learning
- Residential learning communities

BERGER—graduate coordinator, many of the conversations focus on undergrads, but grad studies, grad school—numbers for grad school have decreased. Suggestion—beneficial to the university to look more broadly at undergrads and grads to identify recruiting and retaining techniques

-Grad coordinators don't have the information available to tell them how well they are doing. Grad students bring in more cash

-Grad directors—not hired as marketing and recruiting, access to data

LEE: more information about which students are applying,

BERGER—wants the university to remember grad students are part of the equation

APPLIN—when we talk about performance-based funding from state—BA and MA?

LEE: just undergrad

APPLIN—we need to continue to recruit and need the data

LEE: performance funding—student credit hours is part of the mechanism, grad credit hours more heavily weighted

C. Old Business: None noted

D. New Business:

KONDRATIEFF

Straw polls:

1) move forward with making Faculty Handbook a standing committee of senate?

APPLIN—this is a good idea

KONDRATIEFF—Kate and the committee drafting guidelines to be added to the senate charter—pick and choose

2) we need to have draft language to clean up the elections and adding language about committees meeting at least once

3) Language in senate charter for one year appointments, specifically those who are promotion eligible

Straw poll: if we can draft some language with including one-year appointments, do we object?
Specifically looking at instructors, promotion-eligible, one-year renewable

APPLIN—stipulate that people on a one-year recurring appointments, been here a certain amount of time, just so they have a stake in the university community

DAVIS—instructor, service component of an instructor is minimal, most aren't willing to serve on senate

KONDRATIEFF—I've been there, people here in the long term, discuss the finer details, should we send this to FWPRC

LEE: creating a specific number of slots for this group or blending them with their college, have them as a specific group

KONDRATIEFF—need to remember they are on one-year appointments, different configurations

ATKINSON—what does this look like?

Straw Poll Results—send to FWPRC

ATKINSON—work place satisfaction for grad students, culture shift Grad Curricular Work Flow –Movee to Information

APPLIN—with the grad curriculum going to electronic workflow and not undergrad going to electronic, people need to be clear that one is paper and one is not

-Used same forms

ATKINSON—have purchased the same system and it should be coming forward

STURGEON—3 years ago

ATKINSON—once it gets going

Motion to Adjourn: HANLEY, Second, STURGEON

Unanimous

Ended 5:35

E. Information Items:

Appendix A

Notes on Meeting with DFM Chief Facilities Officer Bryan Russell to discuss Senate Recommendation 2017-08-05-c-3 Budget Committee Report on Faculty Satisfaction re Heating and Cooling of Facilities. I also met with Dale Dyer and Edwin Morgan, Sodexo District Manager

Survey requested faculty input on conditions in working spaces. Many had issues with heat and/or cold in their offices and classrooms. Survey was taken during AY 2015 / 2016.

Specific Issues brought up in report:

Issue: Lack of knowledge concerning updating of ASTRA system and how far in advance requests should be made for heating / cooling accommodations for irregular hours.

Response: Updated on Wednesdays for the weekends, and Fridays for the coming work week. Make requests by Tuesday (weekends) or Thursday (following week). If you have regular organizational meetings, make requests for the full semester in advance.

Response: TVA makes WKU load-shed from time to time when it is hottest or coldest (esp J-term and start of Spring). This is contractually obligated. Murray state was completely shut down by TVA recently for ignoring load shedding orders. We do not want a total power cutoff.

Issue: In FAC – Musical instruments have to be replaced due to humidity issues; heat during night rehearsals.

Response: FAC is currently under revision from 1972 pneumatic system to all-digital (2017) system that will be complete in a few more weeks.

Response: The sooner Facilities receives class schedules from department heads, the more accurate they can be with cooling (summer, fall) or heating (J-term, spring) rooms at the start of semesters. If an RSO or other group needs to use a room after hours, they need to make the request far enough in advance (before wed. at 1 pm or Fri. at 1 pm for weekends) so that the data can be input in the system.

Issue: Classroom Schedule – some classes shut HVAC shuts down too early in the afternoon or does not start until 8 am.

Response: Whatever the case was in AY 2015-2016, policy is now to start up buildings in advance of class; older ones (e.g. CH) as early as 4 am; newer, energy-efficient buildings (e.g. GRH) at 7 or 730 (8 am in GRH). Shutdown by room occurs at end of class.

Issue: Noise of system, requires raising of voice to be heard.

Response: \$4m budget for energy, has remained the same for at least a decade despite addition of 768,00 sf of space to deal with (56 buildings total) Usage has had to become more efficient, and has been reduced from **15kwh/sf/year to 11±kwh/sf/year** to stay in budget. Noise cannot be addressed overall, but one could turn in a work request and see if something can be done. **\$1.4m budget for capital expenses on Heating/Cooling plant infrastructure**, even though a **review in 2007** indicated approx. **\$278m worth of replacements needed.** In short, Facilities is working very hard to keep

things running on a shoe-string budget. Noise issues are less of a priority than air quality and temperature.

AIR QUALITY: Facilities is actively working to improve air quality in every building. During summer they data-log humidity and temperature levels of problem rooms. They have invested in 15 dehumidifiers so far to deal with worst cases. Some buildings, e.g., Tate Page, have old filtration systems; these are being updated. A number of core buildings, e.g., Cherry Hall, are reliant on the steam / chiller plant. Facilities Management working hard to manage these buildings appropriately.

Problems Handling:

- 60,000 ± calls per year.
- They log every call and issue a work order
- Work orders / Service requests can also be made online (or through building coordinator) and receive a tracking number.
- They watch / track orders by daily and monthly.
- Every week, Bryan Russell tracks numbers of hot/cold calls on a pie chart to determine seriously problematic areas for greater attention.
- Bryan Russell monitors building temps in real time on really hot days
- Implementing a 6-year plan for improved air quality
- Implementing an area team concept (small subgroups responsible for particular buildings, or building cohorts).

[Joe Keith is supervisor for CH]

(NB: DFM has low budget, but high cost maintenance and repairs to deal with).

(NB: No one will be getting an individual thermostat; rooms/offices heated/cooled en bloc. Manipulating the temperature by blocking/heating/cooling thermostats will only create uncomfortable conditions for others)

Bottom Line For a win-win:

Everyone (faculty, staff, student) has direct access to DFM by phone and website.

For Faculty:

- 1) **Get teaching, club, and event schedules to FM asap so appropriate rooms will be heated / cooled adequately for students**
- 2) **Create an online account. Best bet for seeing that your issue is being dealt with (rather than going through dept. admin. or bldg. coordinator).**
- 3) **Individuals who submit work/service orders will get direct communication, can track progress, ensure problem handled.**
- 4) **Main number to call: 270-745-3253**
- 5) **Facilities website:**

Appendix B

Dear WKU Faculty,

This serves as an electronic version of the written notice of the Faculty Regent election per the guidelines set forth in the KY statutes and the 23rd edition of the WKU Faculty Handbook. *You will also receive a written notice through campus mail.*

The election will be held on **Thursday, October 12, 2017** between the hours of 8:00 AM and 4:00 PM CST. You will receive an announcement that will direct you to a link in TopNet where you can vote electronically.

In order to run for office, candidates must be **full-time teaching or research faculty** at the **assistant professor rank or above**. Faculty are excluded if they hold an administrative role such as a dean or department head, if they are library faculty, and if they plan to retire prior to the end of the term (2020). The Faculty Regent cannot have a course reduction during their tenure as Regent since Kentucky considers that compensation and one cannot receive compensation for sitting on the Board of Regents.

A list including the name of each faculty member eligible to run and/or vote was given to the Office of the Provost and each Departmental Senator on Wednesday, September 6, 2017 for review. An asterisk beside a faculty's name designated those faculty members eligible to vote but **NOT** eligible to run for election. (*All full time faculty may vote.*) Departmental Senators received a second notice on Thursday, September 7, 2017, to report errors and omissions to the Senate Executive Committee--contact person Liz STURGEON (liz.STURGEON@wku.edu). Candidates and those whose names are to be added to or deleted from the original eligibility list by the Senate Executive Committee should be so informed.

The corrected and final Faculty Regent Eligibility list will be distributed to Departmental Senators no later than **Monday, September 11, 2017** and should be posted the day received on the department bulletin board.

Issues of voter eligibility by faculty members must be reported in writing to a member of the Senate Executive Committee- contact person Liz STURGEON (liz.STURGEON@wku.edu) by **Monday, September 25, 2017 at 4:00 PM CST**.

Any eligible faculty person may declare candidacy for the Faculty Regent position and/or other faculty members may nominate any eligible faculty person. If an eligible faculty member is nominated by other faculty, such nomination must be accompanied by a statement of consent to serve signed by the person being nominated. All nominations are to be submitted to the Chairperson by the Senate Executive Committee- contact person Liz STURGEON (liz.STURGEON@wku.edu) before **Monday, September 25, 2017 at 4:00 PM CST**.

Reference Links

The role of the Faculty Regent is specified in KRS 164.350:

<http://www.lrc.ky.gov/Statutes/statute.aspx?id=45575>

Faculty are eligible to hold the office of Faculty Regent as dictated by KRS 164.321:

<http://www.lrc.ky.gov/Statutes/statute.aspx?id=45574>

The procedure for electing the Faculty Regent is found in the 23rd edition of the WKU Faculty Handbook, Appendix, pages 72-73 on the senate website:

<http://www.wku.edu/senate/documents/handbooks/wku-faculty-handbook-23rd-edition.pdf>

Please let me know if you have questions.

Sincerely,

Liz STURGEON, Vice-Chair University Senate