

UNIVERSITY FACULTY MEETING MINUTES MONDAY, OCTOBER 24, 2016

For attendees, please see attachment A1.

The meeting was called to order at 2:04 pm.

- I. The minutes of the April 18, 2016 minutes were approved. It was noted that there are some discrepancies in the attendance portion of the minutes, whereas there are names listed under the faculty column who are not full-time faculty. This is important as only full-time faculty members are able to vote on action items. Going forward, Caroline Schreiner will check attendance lists for any discrepancies. A discussion followed.

II. Report of the Speaker of the Faculty, Stuart Bass

Prof. Bass convened the meeting by reporting that the August 23, 2016 Board of Trustees' Finance Committee Summary is available for review. He reminded everyone that the President will address the full faculty on Monday, November 14 at 2:00 p.m. in the Student Center Plaza Rooms and urges everyone to attend.

Prof. Bass reported that over the summer, Hofstra University lost two very distinguished faculty members Professor Alan Resnick from the Law School, and Professor Robert Katz, Department of Accounting, Taxation and Legal Studies in Business at the Frank G. Zarb School of Business. Prof. Bass eulogized both professors and then asked for a moment of silence.

Prof. Bass reported that there was an issue of quorum at the last faculty meeting on April 18, 2016. He reported that he, along with Parliamentarian Matthew Sonfield, Former Speaker of the Faculty Daniel Seabold, and others have been discussing the issue at length over the summer. They have not concluded any resolution of the matter and the Faculty Statutes are not necessarily clear. He reported that a quorum is the minimum number of persons who are legally required to be present in order to conduct membership business. Prof. Sonfield has agreed to explain the issue involving the quorum.

Prof. Sonfield reported that *Robert's Rules of Order* is intended to be a guide for conducting meetings and making decisions as a group but the first source of information for us would be our Faculty Statutes, which take precedence. With regard to voting rights, Faculty Statute IV states:

“For the purpose of this section of the Statutes, the faculty shall consist only of those members of the professional staff whose primary appointment is for instructional or Library service and shall not exclude those receiving released time for administrative or other service. All regular members of the faculty shall have the right to vote at faculty meetings...

... The non-voting members of the Faculty shall be the Adjuncts, those with Visiting ranks, Special Instructors and Teaching Interns.”

Prof. Mazzocco reported that the Collective Bargaining Agreement (CBA) clearly states that it has precedence over any Faculty Policy Series or University policy that could be adopted by the University Senate or the Full Faculty.

Prof. Sonfield reported that the CBA does not include voting rights; therefore, as of now, we have to follow the Faculty Statutes. He went on to report that with regard to quorum, Faculty Statute IX states:

“A two-thirds majority of the members present, and voting is required to amend the Faculty Statutes and the Faculty Policy Series. All other actions of the Faculty shall be determined by a simple majority of the members present and voting.”

Prof. Mazzocco wonders what standards or procedures have been put into place in this body to ensure that those attending the faculty meetings are eligible to vote. Prof. Sonfield reported that in the past, his understanding is that when a very close vote has been taken, at that point it should be determined who is eligible to vote. A discussion followed.

Prof. Maccarrone reported that at the October 5 Senate Executive Committee and at the October 10 University Senate meeting, the formation of an ad-hoc to review and update Governance Documents (By-Laws, Faculty Statutes, and Faculty Policy Series). The committee will not be responsible for updating the documents; just recommend which policies or bylaws might need to be updated. Certain items will be prioritized, but this will be an ongoing work. Prof. Mazzocco commented that at the Senate meeting, Prof. Maccarrone reported that the AAUP will not be represented on this committee. Prof. Maccarrone reported that most senators are members of the AAUP chapter as well as members of the Executive Council. Through them, we are hoping to get representation and participation. He reminded everyone that the ad-hoc committee will simply review the documents and suggest which may need to be updated. The appropriate committee of the University Senate will ultimately be responsible for any revisions.

Prof. Sonfield reported on when an action item can be tabled. Any action item for this body can be tabled by anyone making a motion to table the item, and someone seconds it. It is not debatable and requires a majority vote. Regardless whether or not a quorum exists, an action item can be moved to be tabled.

Prof. Sonfield repeated the Faculty Statute IX:

“A two-thirds majority of the members present and voting is required to amend the Faculty Statutes and the Faculty Policy Series. All other actions of the Faculty shall be determined by a simple majority of the members present and voting.”

Therefore, with regard to the mid semester grade policy, a simple majority of those faculty members present and eligible to vote is need to move the item.

Prof. Mazzocco argues that not everyone can attend faculty meetings due to when they are scheduled. Most faculty meetings are scheduled on Monday or Friday and some teach on those days. Since a percentage of the whole faculty cannot physically be present at meetings, it may become a problem when key issues that are substantive and will affect students and the entire university are on the agenda.

Prof. Bass reported that *Robert's Rules of Order* also provides that when there is no specific mention of a quorum number or percentage, this membership is able to determine what that number or percentage should be in order for the membership to conduct university business.

Prof. Bass reported that barring any objection from this body, he will asked Prof. Sonfield to serve as chair of an ad-hoc task force to come up with recommendations. There were no objections.

III. Report of the Senate, Eugene Maccarrone:

Information Items

1. Prof. Maccarrone presented for information, the University Senate Budget Allocations Checklist. This item is meant to supplement the University Senate Budget Allocations Policy, passed in 2015, which allows student clubs or other events that are underfunded by the Student Government Association's inability to fund, to come to the Senate to appropriate funds from the University Senate budget and act as a co-sponsor for events that promote student success/retention; as well as ones that exemplify Hofstra's Pride Principles. This checklist was designed to help students submit their requests.
2. Prof. Maccarrone presented for information, the Audio Recordings Policy. This item was worked on by an ad-hoc committee that included himself, members of Student Access Services (SAS), Legal Affairs, and members from the Faculty Affairs Committee, the Undergraduate Academic Affairs Committee and the Graduate Academic Affairs Committee. This agreement allows students assistance with note taking through audio recording accommodation.
3. Prof. Maccarrone presented for information, revisions to the Grievance Committee bylaws in accordance with the recent changes in the university's structure. The committee was also populated through the Faculty Affairs Committee of the University Senate should a grievance come the way of Senate.

Prof. Maccarrone reported that two new ad-hoc committees to which members of the standing committees, as well as representatives from the Provost's Office, (serving as a liaison with Legal Counsel), would participate:

- Ad-hoc committee to develop Academic Calendar Religious Observance Policy.
 - This committee should come up with language, to propose to the Senate, for the policy that is already in place, and monitor the implementation of the effectiveness of current year with the new calendar format.
- Ad-hoc committee to review and update Governance Documents (By-Laws, Faculty Statutes, and Faculty Policy Series).
 - Many documents may be outdated and therefore be reviewed by a committee and make suggestions to the appropriate committee. The committee will not be responsible for updating the documents; just recommend which policies or bylaws might need to be updated.
 - Caroline Schreiner, Senior Support Specialist to the University Senate, will co-chair this committee.

Prof. Maccarrone reported that the Faculty Affairs Committee and Graduate Academic Affairs Committee reviewed and approved revisions to Faculty Policy Series #36 - The Use of Human Subjects in Research. This item should come to the full faculty at its next meeting.

Prof. Maccarrone reported that William Nirode has stepped down as chair of the Planning and Budget Committee since he has been appointed as chair of the Chemistry Department. Therefore, William Caniano, from the Library, has been elected as the new chair of the Planning and Budget Committee.

Action Items

1. Prof. Maccarrone reported at the April 18, 2016 faculty meeting the Mid Semester Grade Policy was tabled. A motion was made to put the item into action. It was approved with 25 in favor of, 15 opposed to move the item to the table

A motion was made to table the motion - 28 in favor of and 26 opposed to table the motion.

The item was tabled.

IV. Report of the Chairs' Caucus, Kathleen Wallace

There was no report from the Chairs' Caucus

V. Report of the AAUP, Dennis Mazzocco

Prof. Mazzocco reported that at the annual meeting of the AAUP in Washington D.C., held in June, Hofstra's faculty made national news and were elected to very important elected offices on the national governing body:

- Patricia Navarra, Department of Writing Studies and Composition, - At-Large member of the Executive Committee for Collective Bargaining Congress (CBC)
 - won the most votes of any candidate running for an at-large seat this year out of nine candidates for three seats
 - first Adjunct Professor ever to be elected to the CBC Board
- Dennis Mazzocco, Department of Radio, TV & Film, re-elected as Treasurer

The CBC is the union component of the national AAUP; it contains about 75% of the national organizational AAUP membership and now contains approximately 51,000 members nationally. The CBC has a 7 million dollar budget and oversees collective bargaining activities at over 70 schools across America. Hofstra remains a very important component, the largest chapter at a private university of college and very represented. The Hofstra AAUP has never had two faculty elected to the CBC.

Prof. Mazzocco reported that the new Collective Bargaining Agreement (CBA) was ratified on September 24 by the full-time and part-time faculty, with 88% voting to ratify. Positive reviews of the contract terms were received from the national AAUP leadership and there are a number of provisions in the new CBA that will fortify academic freedom here at Hofstra. A nearly 19% increase with compounding wages was secured, which is a slight improvement over the increases secured in 2011. The faculty committee was able to hold down the rise of health care insurance increases over the next five year period, and is confident that even after the increase of any premiums, copays or deductibles will not undermine the generous wage increases.

As chapter president and chair of the Negotiating Committee, Prof. Mazzocco expressed his personal gratitude to all of the members of the Negotiating Committee who participated:

- Anthony Basile
- Jacqueline Burke
- Patricia Navarra
- Benita Sampedro
- Jonathan Lightfoot
- Deborah Elkis-Abuhoff

The committee also had advisors and consultants from the national AAUP law firm who provided them with strategic and financial analysis. The group spent hundreds of hours in the last 15 months in preparations and really worked together as a team with the very able Steering Committee and unit representatives. A copy of the new contract will be available hopefully between November 15 and November 30. It will also be available through the Hofstra website and the Hofstra AAUP Chapter website. In the meantime, should anyone have any questions about the contract to please call the Hofstra AAUP Office or email AAUPHofstra@gmail.com.

Prof. Mazzocco reported that in 2014, the AAUP and Hofstra administration developed a new harassment policy – Faculty Policy Series #43.

Prof. Mazzocco reported that as part of a settlement with the administration the AAUP agreed to participate in a series of workshops for adjunct faculty on a voluntary basis. Turnout have been good and faculty who attend them typically come away very empowered and extremely interested in this process of becoming aware of the new rules and regulations from the Department of Education. Prof. Mazzocco asks that everyone please encourage adjuncts in their departments to please attend and reminds faculty that the students are getting a very good education with these new regulations.

Prof. Mazzocco reported that as part of the contract terms, they have agreed to reopen the negotiation of the Graduate Director Compensation Agreement, and will be meeting with the administration in the course of the next few months, and will be announcing very shortly a meeting of all graduate and undergraduate directors within the next two weeks.

Prof. Mazzocco reported that there will be a general membership meeting of the Hofstra AAUP on Wednesday, November 2 with location to be determined and will be presenting the annual financial report, as well as catching up on reports from the various constituencies. Lunch will be served.

Chapter elections are now underway with a call for nominations going out on October 14 for the following offices:

- Chapter President
- Second Vice President for Collective Bargaining
- 2 elected Steering Committee members
- Unit representatives for all colleges and schools

Nominations will end Friday, October 28 at 5:00 p.m. Serving as Elections Committee members are:

- Sandra Stacki
- William Caniano
- Peter Goodman

All nominations should be sent to Prof. Stacki. Nominations will be announced by Friday November 4, and ballots will be sent out Thursday, November 17 and counted on Friday, December 9.

Prof. Mazzocco reported that some faculty reported they weren't receiving email from the AAUP, or that the email has been going to their "clutter" folder. Please contact the office if you are not receiving email and feel you should.

VII. New Business

There was no new business.

VIII. Adjournment

The meeting was adjourned at 3:05p.m.