Nontenure Line Faculty Committee Meeting Minutes  
Friday, October 20, 2017  
1:00 – 3:00 p.m., JCK 880

1:00pm Vice-Chair Kevin Jetton called the meeting to order and acted as Secretary

Attendance:  Kevin Jetton  
             Amy Meeks  
             Caprice Pierucci  
             Holly Wise  
             Susan Holtz  
             Sherwood Bishop  
             Suzanna Okere  
             Amanda Meyer  
             Shannon Duffy  
             Maureen Lemke  

             Via Phone: Sharon Armstead  
             Glynda Betros

Handouts:  
a. Meeting Agenda  
b. Kevin’s MLF Fall 2017 Reception Recap  
c. A list of the 5 potential NLF Committee items to take on from the 9/8/2017 meeting  

1. Introductions & Announcements

   • Everyone in attendance and on the phone calling-in introduced themselves  
   • Alex White’s mother (in El Paso) recently passed away  
   • Kevin commented that both Chair Janet Bezner and Secretary Jo Beth Oestreich were out of town attending conference events and unable to attend  
   • Kevin ended up taking minutes of the meeting in Jo Beth’s absence

2. Minutes from the past meeting on 9/8/2017

   • Motion to approve, 2nd, all in favor, motion passed

3. NLF Fall 2017 Reception Recap and Reflections

   • Kevin referred to his handout recapping the event (attached to the minutes). In addition:  
     • SUPER was the sentiment from all those in attendance (Food, Program, Beverages, Vibe)  
     • The time could be expanded from 4-6pm to 4-7pm  
     • Caprice will submit a copy of her receipts netted for the wine that was actually consumed and estimates it will come to about $140  
     • Kevin was going to just donate the 2.5 cases of beer ($110) to the cause (of the original 8 cases)  
     • Settlement of the final bills (Caprice) and transfer the net remaining funds ($1,400 approx) needs to be officially dealt with still (Sherri M/Kevin J/Janet B/Valerie A to do)  
     • Overwhelmingly the committee felt it should be an annual event and:  
       o Confirm a date next spring (ideally back at the Witliff Gallery)  
       o Get started earlier and involve more in the sub-committee  
       o Formalize the sponsor/exhibitor collateral and solicit much earlier  
       o It was felt that despite it being a last-minute appeal to assorted university colleges & departments for funds to make-up an anticipated publisher 100% sponsorship shortfall, it was OK to re-ask for College & Department support in the future  
       o Set up an official Faculty Senate sub-account for the NLF Committee for funds/expenses
4. NLF Workshops
   a. Workload release workshops in the past
      - 9/26, 11 – Noon, Alkek 119 Attendance: 7 Who helped: Holly
      - 9/27, 11- Noon Alkek 118 Attendance: 2 Who helped: Caprice, Maurine
   b. Understanding Your Position as Nontenure Line Faculty Workshop (Alex White)
      - Mon 10/23/2017 noon-1pm Alkek Library 119 Who can help: Kevin, Sherwood
      - Tue 10/24/2017 noon-1pm Alkek Library 119 Who can help: Amy
   c. NLF Orientation Workshop Session: Lead: TBD
      - TUE 1/9/2017 2-4pm? Who can help?
        Sherri got the room last time and this time?

5. New Business Items:
   a. Review of NLF Workload Release Requests (Update Only)
      - Applications due Oct. 9, 2017
      - +1 week for chairs
      - +1 week for Deans
      - THEN available to NLFC Oct. 24 approximately to the committee
      - Will be on TRACS and ONLY full members of the committee can vote
   b. We need to prioritize and pick 1-2 Initiatives from 9/20/2017 to take on
      - The initial 5+1 (academic freedom) were reviewed with brief discussion on each
      - The group was not able to come to a consensus on just 1-2 but general lack of information & facts was the case for most if not all of them
      - Conclusion: additional thought, fact checking, research, and a recommended action plan or proposal was needed for each as follows:

<table>
<thead>
<tr>
<th>Item#’s</th>
<th>Initiative(s)</th>
<th>Lead(s)</th>
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<tbody>
<tr>
<td>1 &amp; 3</td>
<td>NLF recognitions at Convocation &amp; Years Of Service calculations</td>
<td>Sherwood Bishop</td>
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<tr>
<td>2</td>
<td>Teaching theater lack of technical support</td>
<td>Amy Meeks Shannon Duffy</td>
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<tr>
<td>4</td>
<td>Retirement benefits as it relates to NLF</td>
<td>Amy Meeks</td>
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<tr>
<td>6</td>
<td>Academic Freedom (more focused on NLF)</td>
<td>Shannon Duffy</td>
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c. “Gun Free Office Zones” (Caprice)
   - Caprice summarized her concern about the issue on campus and the “solo office” vs. “shared offices” differences in what the options are
   - Caprice will do further research and come back to the committee with the net of it much like 1 of the initiatives listed above

d. Andrew Marks Scholarship Initiative?
   - Kevin volunteered to find out any updates after the meeting
   - Mon 10/23: talked with Alex and others from his dept/college and the short answer is “NO” (nothing has been finalized, formalized and no concrete plans to do anything are underway now or in the future)
6. Assorted Updates
   • **Chair Janet Bezner Items: (Refer to separate handout) which everyone read over**
     1. Oct 2017 PAAG Meeting Report:
        • Title IX changes
        • Faculty reporting sick leave/sick leave policy
     2. Faculty Senate Goal for 2017-2018 - Strengthen Community
     3. Andrew Carnegie Fellows Program submissions
     4. General education change requests will go to the general education council
     5. Marketable skills
     6. Admissions
     7. FY 2018 Budget
        • Highlighted was the 1% merit increase pool and the story behind it
   • **Vice-Chair Kevin Jetton Items (From Fall, 2017 University Leadership Assembly 10/16/2017)**
     1. Fall 2017 Enrollment Update
        o Further comments about Hurricane Harvey & Internal Student impact on enrollment was mentioned
     2. New Administrative Systems coming soon (being piloted)
        o Concur Travel Management (for travel booking, expenses, approvals, Duty of Care...)
        o SciQuest Contract Management (managing all university contracts, e-signatures, automatic renewals and workflows
     3. Development (fund) Update
        o Commented about the Endowment fund solicitations and gift sizes/numbers
     4. Additionally, regarding enrollment:
        o Comments made about the impact of Hurricane Harvey & Internal Student travel

7. The meeting adjourned at 2:27pm

**NEXT Meeting scheduled for Fri 11/17/2017 1-3pm JCK880**