

TWO YEAR CAMPUS FACULTY SENATE MEETING

WADE HAMPTON HOTEL

USC-COLUMBIA

Minutes: September 26, 1980

Call to Order and Correction/Approval of Minutes

Chairperson Pete Maness (Sumter) called the meeting to order and asked for corrections to the minutes of the April 11, 1980 meeting in Beaufort. Professor Jimmie Nunnery moved they be approved. Motion was seconded and the minutes were approved.

Introduction of Speaker

Chairperson Maness introduced the guest speaker, Dr. Frank Borkowski, Provost, who spoke on the projected 7% personnel cut. Dr. Borkowski stated that we must look at ourselves professionally and not point our fingers at each other for the expected funding cuts. He maintained that we must be careful not to snowball internal dissention on the overall belt-tightening. Borkowski further explained that university systems are at a crossroads as to the expected outlook for higher education. While the national forecast is questionable, he feels the USC system will maintain growth due to the increased population in the southeastern states, although some states have suffered as much as 25-30% cutbacks in higher education. Dr. Borkowski explained that the quality with which we handle this will dictate our future. He emphasized that all of this must be handled in a statesmanlike way, otherwise harm can come to the whole system.

Reports of University Officers

A. President James B. Holderman

President Holderman spoke on the future of the USC system, the current status of the personnel cut, and the proposed strategy of the university. He emphatically stated that it was of utmost importance not to panic and to remain coordinated in our efforts. In the event of the actual personnel cut becoming a reality, each campus would be reduced 5-7% proportionally. Dr. Holderman assured us that the outlook for higher education funding looks bleak at this time every year and again asked that we maintain our collective composure.

President Holderman stated that he believes a 7% personnel cut would seriously impair the quality of the institutional and academic programs of the USC system. He further reiterated that the present policy of not replacing vacancies was questionable as to its logic; for example, there is no Dean of Nursing. Holderman went on to explain a proposed strategy that could be

implemented if the 7% cutback became a reality. This strategy, based on maintenance of university quality, calls for a reduction in the number of students admitted. President Holderman believes that it is mandatory that we uphold our quality standards that we have thus far achieved.

President Holderman pointed out that this is a university-wide problem and that all campuses should work together on a common strategy that is deemed as advantageous to the USC system in total. He told the two-year campuses that if Columbia employs a restrictive enrollment policy the two-year campuses must demonstrate the same policy as to admissions. Holderman reminded us of the progress the two-year campuses had made in his administration and the security of our existence.

B. Dr. John Duffy, Vice President for Two-Year Campuses and Continuing Education

Dr. Duffy introduced three support personnel:

1. Sally Glover--Assistant Financial Aid Director for two-year system
2. David Hunter--Student Affairs, helps coordinate two-year system
3. David Bowden--Telecommunications

Dr. Duffy reported the Higher Education Act finally passed and the rate for student loans was now 9%. He also stated that continuing education was currently undergoing change and study.

C. Dr. Robert E. Alexander, Associate Vice President for Two-Year Campuses and Continuing Education

Dr. Alexander informed us that the date for faculty exchange was now November 1. Other than this change the procedure was the same. He also alerted the faculty to be on the lookout for financial grants and not be afraid to apply.

Alexander also told us of the policy change as to the funding from ETV courses; for any enrollment at a campus, the campus gets the FTE funding. This will benefit the local campus.

D. Dr. Stephen H. Ackerman, Associate Provost

Dr. Ackerman updated the status of the proposed grievance procedure. In April, Governor Riley exempted university faculty from state grievance procedure. The Two-Year Faculty needs to coordinate its procedures with USC-Columbia and have it approved and submitted to the Board of Trustees.

Reports from Standing Committees

A. Rights and Responsibilities. The elected officers are as follows:

Chairman-----Jimmie Nunnery
Vice Chairman-----John C. Griffin
Secretary-----Jerry M. Dockery

Chairperson Nunnery proposed one change in the grievance procedure and it is as follows: the word 'working' should be inserted between the word (7) and

(days) in statement #4. This motion was seconded and passed.

A motion was then made and seconded that the corrected draft of the grievance procedure be approved. It was unanimously adopted.

A question was raised as to mileage and per diem pay while serving on the Two-Year Campus Grievance Committee and Dr. Duffy assured us that this would be charged to his office. A copy of the finalized grievance procedure is attached as Appendix #1.

Chairperson Nunnery and Dr. John Stine proposed a resolution honoring Dr. Nicholas D. Mitchell, recognizing the great debt owed him for his service and dedication to the two-year campuses. This passed unanimously. This resolution is attached as Appendix #2.

B. Financial Concerns. Chairperson Lee Craig made no report at this time.

C. Intra-University Services and Communications. Chairperson Sherre Dryden reported the committee had begun plans for the faculty development program approved at the April 1980 meeting in Beaufort. The Committee will work with Dr. Alexander's office and Dr. Nancy Thompson, who are developing a system wide program addressing the teaching of language skills in the content areas of the curriculum.

Chairperson Dryden further reported that the committee will study a proposal to establish a system of academic rank for professional librarians on the two-year campuses and Library Processing Center.

D. Executive Committee. Chairperson Maness informed us the next would be at USC-Salkehatchie on November 14, 1980.

Reports from Special Committees

A. University Library Committee. Tandy Willis reported the committee met on September 3 for the first time and discussed the budget. A note of thanks was extended to Mr. Ken Toombs for his help with the libraries on the two-year campuses.

B. University Curricula and New Courses Committee. In Marion Preacher's absence Billy Cordray reported that the committee had held two meetings this semester. New courses and changes in the following courses taught on the two-year campuses were recommended to the Faculty Senate at their meeting on October 1, 1980:

MUSC 269
(new course)

Beginning Piano Accompanying

ANTH 209
(changed from 371)

Introduction to Folklore

ANTH 318
(new course)

Material Culture

BIOL 242
(change in description)

Physiology for Nurses

C. University Faculty Welfare. Elizabeth Baldwin reported that reduction in force was the main concern and the committee will be meeting with Dr. Borkowski. There is a coordinated effort going on between our faculty welfare committee and the Clemson welfare committee regarding the retirement system for state employees--for university employees in particular. Another major concern was the determination of tenure.

D. Academic Forward Planning. John Samaras informed us that his term expired in December and Larry Rowland is his replacement. The committee met September 5 and again on September 26. Athletics, transcrip evaluation procedures and the self-study were discussed. Recommendations were made by the deans as to the outline of the self-study.

E. Academic Affairs/Faculty Liaison. Jimmie Nunnery reported for Beth Dunlap on the two committee meetings, May 9 and September 12. Dr. Charles Collidge was elected Chairman and Dr. Beth Dunlap was elected vice-chairman. The following topics were considered:

1. Academic Proposals
 - a) Establishment of a USC Environmental Health Sciences Research Center-----approved
 - b) Establishment of Carolina Justice Institute-----approved
 - c) Institute for Southern Studies-----approved
2. Graduate School Proposals
 - a) Joint proposal for Ph.D. in Pharmaceutical Sciences (College of Pharmacy, USC, and College of Pharmacy, MUSC)-----approved
 - b) Proposal for Ph.D. in Biomedical Science (School of Medicine)-----approved
3. New Criteria and Procedures
 - a) Evaluation-----approved
 - b) Grievance-----approved for Columbia campus only
4. Suspension Policy
approved
5. Proposed Revision of Academic Titles
approved
6. Other Matters
none
7. Code of Student Academic Responsibility
(action delayed at the request of the student senate so that they may have the opportunity to study it and possibly recommend changes)

F. System Committee. Jimmie Nunnery reported that there were two matters discussed that would directly affect the two-year system.

1. USC new positions requested by campus and new positions by H. E. C. to Budget and Control Board.

| | USC Request | Recommended by H. E. C. |
|--------------|-------------|-------------------------|
| Beaufort | 4 | 2 |
| Lancaster | 12 | 2 |
| Salkehatchie | 8 | 5 |
| Sumter | 3 | 1 |
| Union | 3 | 1 |

2. A more liberal policy by USC with regard to upper divisional courses was discussed. President Holderman appointed Dr. Duffy to chair a committee consisting of himself, Jimmie Nunnery, Dean Jack Anderson, and the deans of four of the colleges at USC-Columbia to work toward a solution to the problem and report back to the next meeting of the Systems Committee. The next scheduled meeting is October 17.

Unfinished Business

Jerry Dockery suggested that if you cannot attend your committee meeting, send a substitute.

New Business

None

Announcements

Congratulations to John Stine for receiving his doctorate.

Chairperson Maness then asked for a motion to adjourn. The motion was made and the meeting was adjourned.

Respectfully Submitted,

Beth Williams
Recording Secretary

Billy Cordray
Secretary

FACULTY GRIEVANCE PROCEDURE
TWO-YEAR CAMPUS SYSTEM
UNIVERSITY OF SOUTH CAROLINA

The Rights and Responsibilities Committee of the Two-Year Faculty Senate recommends the following be adopted as the grievance procedure for the two-year campus system.

Purpose of the Grievance Committee

The Grievance Committee is not a court of law; it is a committee elected and approved by the Two-Year Faculty Senate of the University of South Carolina. Legal technicalities, therefore, shall not prevail during grievance hearings. The sole purpose of the Grievance Committee is to ensure that reasonable justice be meted out to all parties.

Definition of Faculty

Faculty members covered in this statement of Grievance procedure shall include teaching and research faculty, professional librarians, academic administrators, and all other persons holding faculty appointments.

Grievable Matters

A grievance may be lodged on, but is not limited to, matters concerning tenure; promotion; non-reappointment, dismissal of tenured faculty members; dismissal of contract employees prior to the conclusion of a contract term; discrimination in compensation, promotion and work assignment; and/or any other form of discrimination or unfair treatment.

I. Procedures of Filing a Grievance

- A. Once a Grievant has exhausted all grievance procedures at the local level (assuming that the grievance is of such nature to be heard at the local level) and still has not received what the Grievant considers a just decision, the Grievant may then appeal his/her case to the Grievance Committee at the Two-Year Faculty Senate.*
- B. The Grievant must initiate grievance proceedings by notifying the Chairman of the Grievance Committee, in writing, that the Grievant requests a hearing.
- C. The Grievant's letter to the Chairman of the Grievance Committee must be filed within ten working days of the notification to the grievant of actions which he is grieving.
- D. The Grievant's letter to the Chairman of the Grievance Committee must be accompanied by all pertinent data available to the grievant.
- E. The Grievant should advise the Chairman of the Grievance Committee of all data pertinent to the case to which the Grievant does not have access.

II. Duties and Responsibilities of the Chairman of the Grievance Committee

- A. The Chairman of the Grievance Committee of the Two-Year Faculty Senate is authorized to require any and all

persons (including committees) employed by the University of South Carolina, whether direct parties to a particular grievance or not, to submit to the Chairman of the Grievance Committee, at a time and date specified by the Chairman of the Grievance Committee, any and all data that is, or might be, pertinent to a particular grievance.

- B. Within ten working days of receipt of a request for a grievance hearing, the Chairman of the Grievance Committee will notify all parties to the grievance, in writing (1) that a grievance has been filed, and (2) the date, time, and place of the grievance hearing.

* Should it be inappropriate to file a grievance at the local level, the Grievant may file a request for a hearing directly to the Chairman of the Grievance Committee of the Two-Year Faculty Senate.

- C. Within ten working days of receipt of a request for a grievance hearing, the Chairman of the Grievance Committee will request, in writing, that the person or persons (including committees) against whom the grievance is being brought submit to the Chairman of the Grievance Committee any and all data that is, or might be, pertinent to the grievance under consideration.
- D. Within ten working days of receipt of a request for a grievance hearing, the Chairman of the Grievance Committee will request, in writing, that parties

(including committees) not named in the grievance submit to the Chairman of the Grievance Committee any and all data that is, or might be, pertinent to the grievance under consideration.

- E. Recipients of the above requests for pertinent data shall comply with the request within three working days.
- F. If the Grievant has pursued grievance procedures on his/her local campus, it is the responsibility of the Chairman of the Grievance Committee to request, in writing, that the Dean of the local campus submit to the Chairman of the Grievance Committee (1) a written summary of the proceedings of the local grievance committee that pertain to the Grievant, and (2) a written rationale for all decisions reached by the local grievance committee that pertain to the Grievant.
- G. The Dean of the local campus must comply with the Chairman's request for the above data within three working days.
- H. The Chairman of the Grievance Committee will forward copies of all documents and data to the members of the Grievance Committee, and inform them, in writing, of the date, time and place of the grievance hearing.
- I. Should the Grievant so request, and providing that his/her request is filed at least three working days prior

to the grievance hearing, the Chairman of the Grievance Committee will make available to the Grievant all data and documents pertinent to his/her case. In the case of material classified as confidential, a detailed summary of these documents will be prepared by the grievance committee and provided to the grievant.

III. Conduct of the Grievance Hearing

- A. The Chairman of the Grievance Committee shall preside at all grievance hearings. In the absence of the Chairman, the Vice Chairman of the Grievance Committee shall preside.
- B. The Grievant has the right to representation by counsel and to request an open grievance hearing. Otherwise, all hearings shall be closed to all parties except to those directly named in the grievance.
- C. The Chairman of the Grievance Committee is authorized to require any and all persons (including committees) employed by the University of South Carolina, whether direct parties to a particular grievance or not, to give testimony during the grievance hearings.
- D. All parties to the grievance have the right to present evidence and to present witnesses to testify before the Grievance Committee.
- E. Committee members from the Grievant's local campus have the right to request that they be excused from serving as a member of the Grievance Committee.

- F. The proceedings of the grievance hearing shall be recorded and filed with an appropriate agency of the University of South Carolina.
- G. Within five working days following the conclusion of the grievance hearing, the Chairman of the Grievance Committee will notify all parties to the grievance, in writing, of the Grievance Committee's final recommendations and a rationale for those recommendations.
- H. The recommendations of the Grievance Committee shall take precedence over all previously rendered decisions and all previous actions concerning the grievance.

IV. Channeling From Committee

Recommendations of the Grievance Committee shall be forwarded through the office of the Vice President for Two-Year Campuses to the President. The President will notify the grievant of his decision within 20 working days. Within seven (7) working days of receipt of notice of the disposition of his petition, the faculty member may appeal the President's final action to the Academic Affairs Committee of the Board of Trustees. The Academic Affairs Committee, in consultation with the Faculty Liaison Committee, shall have thirty (30) days in which to complete its review and communicate its findings to the President and the faculty member. A review by this Committee of the Board of Trustees is the final level of recourse within the University, and actions by this Committee are final.

R E S O L U T I O N

Adopted September 26, 1980

WHEREAS Dr. Nicholas P. Mitchell, who received his doctorate from Duke University at the age of 21 in 1932 and thereafter pursued a distinguished career in education and journalism, joined the University of South Carolina as Director of News Services in July of 1956 and shortly after in January of 1957 was made Director of the Extension Division, where he was instrumental, under three University presidents, in founding the University campuses at Florence, now Francis Marion College, in 1957; at Lancaster and Beaufort in 1959; at Coastal Carolina College in 1960; at Aiken in 1961; at Union and Salkehatchie in 1965; and at Spartanburg in 1967; and

WHEREAS Dr. Mitchell, inspired by the vision that all citizens of South Carolina should have access to higher education, guided these campuses through the critical first ten years of their existence by dedicated work; and

WHEREAS the success of Dr. Mitchell's efforts is attested by the fact that the campus system, which began in 1957 with a total enrollment of 85 students, today enrolls 10,000 of the 36,000 students on eight campuses of a nine campus greater university system which serves the educational needs of the citizens of the state from the Piedmont to the Atlantic; and

WHEREAS Dr. Mitchell, in addition to his service to the University and the University campus system, was a dedicated professional serving as the president of the National University Extension Association and won the two highest awards for adult education, the Delbert Clark Award in 1971 and the Julius Nolte Award in 1976; and

WHEREAS Dr. Mitchell was a dedicated leader in the civic life of the state and of the community and served his church faithfully and was a loving husband and father to his family; therefore be it

RESOLVED that the Two-Year Campus Faculty Senate, representing the communities of Allendale, Bamberg, Barnwell, Hampton, Beaufort, Lancaster, Union, and Sumter respectfully takes note of the passing of this distinguished South Carolina educator and hereby officially recognizes the great debt which our institutions and our communities owe to him for his vision and for his untiring and diligent efforts in our behalf. Respectfully adopted this 26th day of September, 1980.