

STEPHEN F. AUSTIN STATE UNIVERSITY  
Faculty Senate  
Meeting No. 118  
April 8, 1981

1. Chairman Mathis called the meeting to order at 2:15 p.m.

2. Reports of Officers:

President's Report:

Chairman Mathis announced that Senator Connie Spreadbury had prepared an updated report on Grade Inflation. A copy of this report was distributed. (See Attachment #1)

Treasurer's Report:

Treasurer Cole reported a balance of \$3,507.89.

3. Old Business:

Report on Draft Policy on Student-Initiated Academic Complaints:

Senator Devine of the Faculty Government Committee distributed a modified report on the Draft Policy on Student-Initiated Academic Complaints. (See Attachment #2) He pointed out the changes and additions that had been made in the report by his committee. Discussion on the details of the modified report followed. Some items of concern were academic freedom and the purpose of a preamble to the policy.

Senator Blocker moved that the report be submitted to an open hearing, which was followed by a second. The motion failed by a vote of 8 to 13.

Senator Schoenewolf moved to eliminate item #7 of the draft policy, which was followed by a second. Motion Passed.

Senator Walker moved to amend the report by adding "School Council" before "Academic Vice-President", which was followed by a second. Motion Passed.

The Senate then approved the amended report by a vote of 14 to 6.

4. New Business:

A. Report of the Ad Hoc Committee to Work With the SGA:

Senator Morley reported that the committee had discussed two proposals which he distributed. (See Attachment #3) He asked for a vote of approval to give the SGA help in presenting the Faculty Awards proposal to the Administration. B. French gave supportive reasons for the Faculty Awards Program. Discussion followed.

Senator Moses made the motion to endorse the SGA Faculty Awards proposal, which was followed by a second. Motion Passed.

Senator Morley asked for comments from the Senate on a dead week proposal. B. French explained SGA's reasoning for the Dead Week proposal. Discussion followed. No specific action was taken.

B. Faculty Evaluation:

Senator Morley, of the Professional Welfare Committee, presented a report on Faculty Evaluation for Merit, Tenure, and Promotion. (All Senators have received copies of the complete report). He asked that all Senators look over the report carefully and be ready to consider the report and the recommendations for action at the May meeting. Discussion followed.

Senator Irwin moved to accept the report, which was followed by a second. Motion Passed.

C. Grievance Hearing Procedures:

Senator Wendall Spreadbury of the Professional Welfare Committee presented a report on Grievance Hearing Procedures. (See Attachment #5) He explained the report's recommended changes in the Faculty Handbook. Discussion followed.

There was a motion to accept the report, which was followed by a second. Motion Passed.

The Senate decided to hold an open faculty hearing for the committee to receive comments.

D. Report of the Administration and Finance Committee:

Senator Murdock reported that his committee had studied the 1980-81 budget and felt that there were some items that should be brought to the Senate's attention. (See Attachment #6) His committee gave suggestions for future study on the use of funds at SFA.

Senator Murdock moved to suspend the rules in order to consider the report immediately. Motion Passed.

Senator Murdock moved to adopt the report, which was followed by a second. Motion Passed.

E. Report of the Nominating Committee:

Chairman Mathis reported the following nominations for Faculty Senate offices:

Chairman - Wendall Spreadbury  
Kurt Stanberry

Vice Chairman - Wayne Proctor  
Carroll Schoenewolf

Secretary - Sandra Cole  
Joe Devine

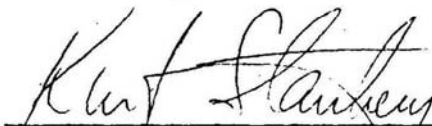
Treasurer - Max Morley  
Don Richter

Chairman Mathis added that upon the meeting of the newly elected Senators, nominations could be made from the floor.

5. Ex Officio Comments:

Dr. Franklin presented information to the Senate on the Academic Convocation scheduled for April 29. He also reported on two building projects in Forestry and Art. He commented on the progress of measures in the Legislature relating to higher education. Dr. Franklin also informed the Senate about the Survey of College Experiences which approximately 300 SFA students in each classification will soon be taking.

6. A motion was made and seconded for adjournment. The meeting adjourned at 4:45 p.m.



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Kurt Stanberry  
Secretary, 1980-81, Senate

## UNDERGRADUATE GRADE DISTRIBUTION FOR SFA BY YEAR

YEAR	A	B	C	D	F	WP	WF	OTHER	TOTAL NUMBER OF GRADES
1967	9	26	35	14	12	-	-	3	38,297
1968	9	26	38	13	10	3	1	-	40,871
1973	16	30	31	9	6	5	1	2	42,786
1974	17	31	30	9	6	4	1	2	45,114
1975	17	30	29	10	7	5	1	2	45,051
1976	16	30	30	10	7	4	1	2	43,599
1977	18	30	29	10	7	3	1	2	47,487
1978	18	32	27	9	6	3	1	3	44,825
1979	19	32	27	9	7	3	1	3	44,385
1980	19	31	27	9	7	3	1	4	47,689

Data were compiled from the September 1967 and September 1968 Faculty Bulletins and from the Registrar's Semester computer printouts for 1973 to 1980.

The 1966 Faculty Handbook and the February 21, 1968, Faculty Bulletin carried the following information: "Accrediting agencies recommend the following grade distribution: A = 3%-12%; B = 18%-27%; C = 35%-50%; D = 18%-27%; and F = 3%-12%

UNDERGRADUATE GRADE DISTRIBUTION AT SFA BY DEPARTMENTS AND SCHOOLS FOR FALL 1980  
BY PERCENT

	A	B	C	D	F	WP	WF	OTHER*	TOTAL NUMBER OF GRADES
SFA	19	31	27	9	7	3	1	4	47,689
BUSINESS	14	34	30	10	7	4	1	2	8,714
Accounting	13	27	26	13	11	7	2	2	1,388
Computer Science	13	25	26	12	13	8	2	3	1,207
Economics	11	26	36	16	5	4	0	2	1,076
Finance	12	28	33	14	8	4	0	3	523
Marketing	13	47	29	5	3	2	0	1	971
Management	18	42	30	5	2	1	0	1	1,583
Adm. Services	14	36	34	9	5	1	0	1	1,966
EDUCATION	31	37	19	3	3	2	0	5	9,424
Agriculture	22	42	23	5	3	1	0	4	535
Elementary Ed.	40	35	12	1	1	1	0	10	1,638
Secondary Ed.	27	32	20	3	1	1	0	16	511
School Services	38	36	15	1	2	2	0	6	961
HPE	30	37	21	2	4	3	0	3	4,456
Home Economics	23	42	24	5	3	1	0	3	1,323
FINE ARTS	32	31	22	5	4	3	1	3	3,977
Art	32	35	19	4	5	3	0	3	1,007
Communication	14	34	35	8	4	2	1	2	1,519
Music	54	23	10	3	4	3	0	3	1,127
Theatre	41	33	11	2	3	3	0	6	324
FORESTRY	15	34	26	10	7	2	2	6	1,790
LIBERAL ARTS	12	29	33	11	8	3	1	3	11,806
English	9	32	38	9	7	3	0	3	4,364
Geography	15	33	31	7	9	3	1	3	150
History	10	23	33	16	12	4	1	3	2,412
Modern Languages	28	33	17	8	6	5	1	3	671
Philosophy	14	19	26	17	12	9	1	3	117
Political Science	10	26	34	17	8	2	0	3	1,766
Psychology	20	32	28	9	6	2	0	3	1,422
Sociology	14	34	33	8	6	2	1	3	803
SCIENCES AND MATH	15	25	27	14	12	4	1	3	11,080
Biology	9	24	31	18	12	2	1	3	2,919
Chemistry	14	24	30	11	13	4	2	3	1,453
Geology	14	30	29	13	9	2	1	2	1,619
Math	14	23	25	14	15	5	1	3	3,733
Physics	30	28	19	7	7	5	0	3	1,253
Nursing	30	34	20	2	3	4	0	7	103
LIBERAL ARTS & SCIENCE	24	49	16	4	2	1	0	15	113
Criminal Justice	17	31	31	11	3	3	0	3	236
Military Science	43	40	11	0	3	1	0	2	386
Social Work	25	49	20	4	0	2	0	1	97
BIBLE	32	41	14	3	3	2	0	5	101

\*This percent includes students who withdrew, received withholds, or received pass-fail grad

Date: April 8, 1981

Attachment #2

Faculty Senate Governance Committee: Connie Spreadbury (Chairman), Joe Devine, June Irwin, Sue Jones, Don Richter

POLICY ON APPEAL PROCEDURES FOR RESOLVING  
STUDENT-INITIATED ACADEMIC COMPLAINTS

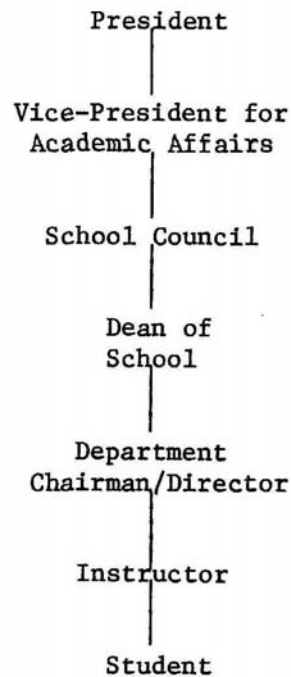
Good communication between faculty and students will make disputes between them infrequent, but if disagreements occur, it is University policy to provide a mechanism whereby a student may formally appeal faculty decisions. When a student uses the appeals procedure, all parties should endeavor to resolve the dispute amicably at as early a stage as possible. If the Chairman, Dean, School Council, Academic Vice-President, or President finds that the faculty member's disputed action conflicts with University, School, or department policy, or with the instructor's own stated policy, then a decision should be made in the student's favor. If the dispute is determined to be based upon a faculty member's professional judgment, such as the evaluation of a test, a thesis, or performance in a class, the student is entitled to have the Chairman, Dean, School Council, Academic Vice President, or President form an opinion about the dispute and advise the instructor of their opinion, but the faculty member, after considering the advice of the administrators, shall retain his/her complete academic freedom to decline to change his/her judgment.

These steps are to be followed when making an academic complaint:

1. In the event of course-related complaints or disputes, the student must first appeal to his/her instructor for a resolution to the matter and must so do within six months from the end of the semester.
2. If a complaint or dispute is not satisfactorily resolved, the student may appeal to the Chairman/Director of the academic department in which the complaint or dispute is centered. If a formal complaint is to be registered, it should be made in writing stating the specific charges.
3. If the complaint or dispute is still unresolved after appeal to the Chairman/Director, the student may appeal to the Dean of the academic school in which the complaint or dispute is centered. The Dean will then notify the faculty member of the complaint and the faculty member will provide a written explanation of the circumstances to the Dean and to the student within a reasonable time specified by the Dean.
4. If a resolution of the matter is not reached, the student or the faculty member may appeal to the School Council of the school in which the complaint or dispute is centered. The School Council will evaluate the oral and written statements of the student and the faculty. If the School Council does not have at least one student member, the President of the Student Government Association will be asked by the Dean to appoint no more than two student representatives to serve for each case. The School Council will submit its recommendation to the Dean of the Academic School.
5. If the matter remains unresolved, a written appeal may be made to the Vice-President for Academic Affairs. The Dean's recommendation, and the recommendation of the School Council will also be submitted to the Vice-President.

6. If the matter remains unresolved, the final appeal is to the President of the University. The President will receive all documents pertaining to the dispute or complaint. After making a decision, the President will inform the student and all persons involved in the appeal process of the final disposition of the matter within a reasonable period of time.

STEPS FOR RESOLVING  
STUDENT-INITIATED ACADEMIC COMPLAINTS



Faculty Awards Proposal

Introduction: The SFA Student Government Association is initiating an out-standing faculty awards policy.

Section 1: A committee shall be established for each academic school at SFASU.

Section 2: The committee shall have eight (8) members.

- a. The campus elected SGA senators from that academic school.
- b. A faculty member chosen by the Dean of that academic school to serve on another academic school committee. The faculty member will not have a vote, but serve as an advisor.
- c. Student member(s) selected from the academic school by the Dean of the academic school to complete the total eight (8) committee members.

Section 3: The committee will select its chairman from within its body.

Section 4: The committee will accept nominations from any student within that academic school. The form for nomination is to be decided upon by the SGA Academic Affairs committee.

Section 5: The criteria for selection shall be:

- a. excellence in performance of the teaching profession and
- b. service to the student community.

Section 6: One (1) faculty member will be chosen by the academic school committee for recognition.



## Deadweek Policy Proposal

**Introduction:** The SFA Student Government Association is proposing that a defined and recognized deadweek policy go into effect.

**Section 1:** Deadweek shall be defined as the five (5) consecutive class days before finals.

**Section 2:** New assignments, materials graded or test given during deadweek will not constitute more than 10% of the final grade.

**Section 3:** Lab tests are not included in this policy.

**Section 4:** If a student feels that this policy has been violated he or she must appeal his or her grievance in accordance with the established university appeals procedure.

REPORT FROM THE PROFESSIONAL WELFARE COMMITTEE

COMMITTEE:

Wendall N. Spreadbury (Chairperson)  
Mary L. Carns  
Wayne C. Proctor  
Max L. Morley  
Caroll Schoenewolf  
Thurman T. Thomas

INTRODUCTION

During Spring semester, 1981 a Grievance Hearing for a tenured professor was held. The Hearing Committee which was composed of the following members: Wendall N. Spreadbury, (ELE. ED) Chairperson, Ronald E. Anderson (Music), Wayne C. Boring (Chemistry), Mildred Reed Hancock (Library), Linda C. Nicklas (Library), W. Kenneth Watters (Theater) and Kenneth Watterson (Forestry) requested that Professional Welfare Committee initiate certain changes, deletions and additions to the faculty handbook (Page V-6 and 7) which deal with hearing procedures and conduct. All modifications mentioned have been reviewed and approved by Mr. Robert J. Provan General Counsel for the University.

The Professional Welfare Committee respectfully submits these recommendations for approval of the Faculty Senate:

1. Change/deletion:

Page V-6, Section 4 a) from "-Panel will be composed of fourteen tenured faculty members, two from each academic school -", to "-Panel will be composed of three tenured faculty members from each academic school-" (delete "fourteen")

Rationale for change/deletion:

The members of the Hearing Committee have reported that serving on the Hearing Committee is extraordinarily fatiguing both mentally and emotionally and requires much of the faculty member's time. Being ask to serve more than once per year may be too great an imposition. If more than one Hearing occurred during the school year, some panel members would be chosen to serve on more than one Hearing Committee in the same year. The proposed change would increase the number of Grievance Panel members from 14 to 21. Basically, the selection procedure now in use is sound and fair.

Deletion:

Section 4 c delete "and establish its procedures"

Rationale for deletion:

The Hearing Committee, the General Counsel for the University, and the Administration have already spent many hours in establishing a sound, fair and legal set of procedures. It is not necessary to establish procedures again.

3. Additon:

Section 4 d) The Hearing Committee Procedures and Conduct of Hearing are contained in Appendix IV Page AIV-1 through AIV-6.

4. Addition:

Appendix IV

Rationale for 3 and 4 additions:

Incorporate as part of the Handbook those procedures used in the Hearing.

5. Deletion:

Page V-6 and F Sections 6, 7, 8, and 9

Rationale for deletion:

Sections 6, 7, 8 and 9 are contained in "Hearing Committee Procedures" Number 6, 9, 10, and 11.

6. Addition:

Appendix AIV Page 2 #11 Last sentence:

"The Hearing Committee may respond to the President's statement during that time"

Rationale:

to allow response from the Hearing Committee

7. Change:

Page V-7 section "10" and "11" to Page V-7 sections "6" and "7".

Rationale:

Realign section numbers

## UNIVERSITY HEARING COMMITTEE PROCEDURES

The Hearing Committee shall be governed by the University's Policy on Tenure. (See Policy on Tenure, Office of the President, Policy Statement V, appearing on page V-4 et. seq. of Faculty Handbook, No. 9)

1. The parties to this hearing are:
  - a. ., designated as the grievant;
  - b. SFA, designated as the University.
2. The grievant shall not be dismissed as a faculty member with tenure at SFA except for good cause.
3. Good cause for the dismissal of a faculty member with tenure includes, but is not limited to, the following: moral turpitude; professional incompetence; gross neglect of professional responsibilities; bona fide financial exigency or phasing out of programs requiring faculty reduction; and physical or mental disability of a continuing nature rendering the faculty member unable to perform his or her professional responsibilities.
4. The burden of proof that good cause exists for dismissal rests with the University. The burden of proof shall be by preponderance of the evidence.
5. Preponderance of the evidence means proof which leads a reasonable person to find that the fact in issue is more probably than not.
6. The Hearing Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved.
7. The Hearing Committee shall insure the parties are afforded a fair procedure and substantial justice.
8. The Committee by a majority of its total membership shall:
  - a. make findings of fact;
  - b. determine whether the facts so found constitute good cause for the dismissal of a tenured faculty member.
9. The Hearing Committee's findings of fact and decision will be based solely upon the hearing record.
10. The Hearing Committee's decision and the basis for it will be communicated in writing to the faculty member and the President. It will be accompanied by a verbatim typewritten record of the hearing.
11. If the Hearing Committee concludes that good cause for dismissal has not been established by the evidence in the record and the President rejects the Committee's conclusion, he will state his reason(s) for doing so in writing to the Committee and the faculty member. The President will provide a reasonable time for response before transmitting the case to the Board of Regents. The Hearing Committee may respond to the President's statement during that time.

## RIGHTS OF THE PARTIES

12. All parties, at any level of the grievance procedure, may be represented by two persons, including legal counsel, and may be accompanied by a reasonable number of personally chosen advisors. If the grievant chooses not to have legal counsel, then neither party may be represented by legal counsel.
13. The parties may:
  - a. summon witnesses, produce evidence, and address the Hearing Committee;
  - b. cross-examine witnesses; and
  - c. inspect and copy the record of the hearing, including the Hearing Committee's findings of fact and decision.
14. Each party shall have the right to testify. The grievant may not be required to testify. Any party testifying shall be subject to cross-examination.
15. The grievant shall be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration shall assist in securing the cooperation of witnesses and make available any necessary documents and other evidence within its control.

## CONDUCT OF THE HEARING

16. The Hearing Committee's sessions shall be conducted in a manner consistent with the ascertainment of the truth and the orderly process of justice. Each person in attendance shall therefore exhibit proper dignity, courtesy, and respect.
17. The Chairman of the Hearing Committee shall preside over the hearing. He shall maintain order and rule on any objections made by the parties.
18. The hearing shall be closed unless the grievant requests, in writing, a public hearing and the Committee concludes that there are no compelling reasons for denying that request.
19. At least fifteen working days before the hearing, each party shall notify the other and the Committee of the identity of witnesses, other than impeaching witnesses, to be called and shall furnish copies of all documents to be submitted in evidence. The Committee reserves the right to permit other witnesses to testify or to call other witnesses if the Committee deems such action to be advisable.
20. The Hearing Committee may limit the number of witnesses whose testimony will be repetitious and establish limits for testimony so long as both parties have a reasonable opportunity to present their evidence.
21. Except for the purpose of impeachment or rebuttal, a party may not call a witness or offer an exhibit not included on their list, without leave granted by the Hearing Committee.

22. The Committee may adjourn to enable either party to investigate evidence for which a claim of surprise is made and supported by good cause.
23. The party having the burden of proof shall have the opportunity and duty to open and close the presentation and argument or discussion, if any, to be made to the Hearing Committee.
24. Prospective witnesses may be excluded from the hearing during the testimony of other witnesses. This is termed placing witnesses under the rule. The parties and their representatives shall not be placed under the rule.
25. The Hearing Committee shall allow the University to designate an individual as its corporate party.
26. The Hearing Committee may examine, cross-examine, call, recall, and dismiss any witnesses. Individual members of the Committee may be permitted by the Chairman to question witnesses.
27. The hearing's procedures, including the testimony of the witnesses and the arguments by the parties shall be transcribed by a licensed court reporter at the expense of the University.
28. The court reporter's transcript shall serve as a typewritten record of the hearing.
29. The Hearing Committee may request the General Counsel to serve as its legal Counsel.
30. No cameras or recording equipment (except as required by the court reporter) shall be permitted within the hearing room.
31. At the request of the Hearing Committee, an officer of the University shall serve as a bailiff at the hearing.
32. Except for routine announcements, such as those relating to the time of the hearing and similar matters, public statements about the case by the parties or Committee members shall be avoided as far as possible. Public statements, if any, concerning the decision or recommendation of the Committee shall be withheld until final disposition by the Committee pursuant to rule number 11.

CONDUCT OF HEARING

(Suggested Use For Cases of Dismissal of Tenured Faculty)

The order of events will be as follows:

1. The hearing will be convened and the session called to order by the chairman.
2. The premise for the Hearing will be read into the record, including applicable portions of the Faculty Handbook.
3. The Hearing Procedures will be made part of the record.
4. A statement will be made by the chairman as to the conduct and decorum of the hearing sessions.
5. The charges will be read.
6. The parties will be asked to formally submit their exhibits:
  - a. The University will be first to submit its exhibits all together as a package.
  - b. The opposing representative will then have the opportunity for objection to any exhibit.
  - c. Objections will be acknowledged by the chairman one at a time.
  - d. The objection must be clearly stated.
  - e. The Hearing Committee will then rule on the objection. Admissability of exhibits will depend largely but not completely upon the dates of requests, deligence of requests and authenticity of the exhibit itself.
  - f. Following submission of the exhibits, the University will submit its list of witnesses.
  - g. After the University has completed all submissions then the Grievant will follow the same procedure a. through f. above.
7. On completion of the submission process the chairman will call upon the University for its opening statement. The opening statement will be limited to a 15 minute duration as well as limited to general statements and goals. No detailed factual information will be allowed. The chairman will interrupt and disallow any infringement of the above. The University will make its opening statement first since it bears the burden of proof.
8. At the completion of the University's opening statement, the opening statement for the Grievant will be made. The same rules apply.
9. On completion of the opening statements, the University will call its first witness. The court reporter will administer an oath to each witness. All questioning of a witness will be done from one's seat (or standing in place). The witness will be approached only with permission of the chairman.

10. When the University has finished direct examination of the witness then the Grievant may cross-examine the witness.
11. After the Grievant has finished his cross-examination of the witness then the University, followed by the Grievant, will be allowed one period of rebuttal each, if desired. If the University does not desire a rebuttal, then there is no rebuttal for the Grievant.
12. Following completion of questioning of the witness by both parties, the Committee may ask questions of the witness. The chairman will call on each committee member in turn.
13. When all questioning is completed the witness will be allowed to leave--BUT...
14. NO WITNESS WILL BE EXCUSED FROM THE HEARING - "the rule" will be in effect throughout the hearing and a witness may not sit in the audience and listen to the other testimony.
15. The representatives of both parties are exempt from "the rule".
16. When the University has called all of its witnesses and all questioning has been completed, the University will inform the chairman that it rests its case.
17. The Grievant will then begin his case following the same conduct as listed in items 9 through 16 above.
18. When the Grievant has called all of its witnesses and all questioning has been completed, the Grievant will inform the chairman that it rests its case.
19. Following the resting of the Grievant's case the chairman will allow one more rebuttal period leading with the University and following with the grievant.
20. Following the completion of both rebuttals, a recess will be called.
21. The chairman will call for closing statements. Closing statements will be limited to one hour and no NEW factual information or evidence will be allowed. The Grievant will make his closing statement first followed by the University.
22. On completion of the closing statements the chairman will announce the procedure for deliberation and that no person who is not a Hearing Committee member (except the court reporter and his aids) will be allowed access to the record until the Committee has completed its deliberation and written its statement of facts and decision.

During the Hearing session recesses will be called by the Chair at propitious moments. The Chair will take under advisement requests for recesses.

Both parties are sternly advised:

1. To estimate to the best of their ability the time (AM or PM) that a witness will be called in order that the witness not sit for long hours in the witness room prior to being called.



2. To be sure the witness understands and obeys "the rule" and that they will be under the rule throughout the hearing.
3. That the Chair will not tolerate any behavior not considered to follow the decorum that this Hearing deserves: any verbal outburst, flaring tempers, or silent "injunctional histrionics and/or gestures" (i.e. slapping of foreheads, pounding of pencils, etc.).

There is no way of predicting all possible contingencies, however it is expected that the above mentioned conduct will avoid any foreseeable problem. Any occurrence not already covered will be disposed of by Committee action during the Hearing.

Report on SFA 1980-81 Budget

Committee on Finance & Administration

Wayne Murdock, Chairperson  
Robert Blocker  
Denis Hyams  
E. D. McCune

James Moses  
Kurt Stanberry  
John Thornton

The Committee has analyzed the 1980-81 SFA Budget. We reviewed various state formulas for specific activities and discretionary funding decisions made by the administration. We did not analyze the methodology of decision making in relation to priorities. The budget was prepared by the Administration and accepted by the Board of Regents before it was known whether there would be an increase in enrollment for this base year.

Some significant budget decisions were:

- (1) A general faculty salary increase of 5.1% was effective Sept. 1, 1980. Additional salary increases to faculty members for promotions, merit pay, and adjustments brought the overall average increase to 5.85%.
- (2) The increase in TSO funds for 1980-81 was insufficient to provide a general 5.1% salary increase due to declining enrollment during the last base year of 1978-79.

The amount of deficit was approximately \$400,000. To provide for this deficit:

- (a) \$100,000 was saved by transferring teaching assistants from TSO to DOE funding. This freed up approximately \$100,000 in the TSO account.
- (b) To provide for the additional \$100,000 spending now in DOE, funds were drawn from the University accumulated surplus and added to DOE budgets.
- (c) There was no further reduction of the percentage of deans salaries charged to TSO funds. There were some miscellaneous personal transfers to other budgets. This saved approximately \$30,000 for salary increases.
- (d) The balance of funding was provided by reduction of faculty members. Slightly over 14 FTE faculty members were removed from the 1979-80 TSO budget.

- (3) Administrative personnel received a 5.1% general salary increase. Salaries of the lowest paid staff personnel were increased to at least federal minimum wage rates.
- (4) Because of formula restrictions, the administration cannot use certain funds for any use except that prescribed by the Legislature. The only legislative funds available with wide discretionary applicability is E & G accumulated surplus. At the end of a fiscal year all legislative funds unused are returned to the University in the form of E & G surplus. These funds may then be used to supplement any regular E & G fund. Funding for DOE accounts for teaching assistants was provided from this accumulated surplus account. Other uses of E & G surplus funds since the beginning of the fiscal year were:
  - (a) The annual computer payment for the library.
  - (b) 7% increase in funding for faculty salaries for summer, 1981.
  - (c) Partial payment for purchase of new vans and school buses.

Since the amount of funds made available by this procedure is unknown when the budget is approved, it remains a source of funds available during the fiscal year not shown as part of budget items.

- (5) There is a source of locally generated non-pledged funds which comes from surpluses accruing from auxiliary enterprises. Such activities as the book store, vending, cafeterias, etc. generate excess funds that are kept as a general surplus fund. Past uses for this surplus have been:
  - (a) Supplement to student activities funds.
  - (b) Pave parking lots.
  - (c) Partial payments for purchases of buses and vans.
- (6) There are some funds pledged, such as bonded indebtedness on dormitories, in which there is only a limited amount of discretion in use of surplus funds. Most of the funds received must be used for retirement of bonds and only the interest made on investments of surplus cash may be used by the University for other functions.

We have a few suggestions for future study on the use of funds at SFA.

Administration:

- (1) Continue to include faculty input in budget decisions. If possible, an expanded role for the Senate Committee on Finance and Administration in various phases of decision-making would provide better communication with faculty.

- (2) Make available to the Committee a copy of the actual expenditures. If a copy of the annual Report made to the Regents were to be provided for this committee soon after publication, it would provide a much more complete knowledge of financial matters.
- (3) To the extent practicable, provide the Faculty Senate time to debate controversial budget decisions. Decisions on financial matters that directly affect faculty welfare, such as TSO fund distribution, would be more fully supported if faculty had the opportunity to discuss alternatives before a final decision is determined.

Faculty Senate:

- (1) A person appointed to the Committee on Finance and Administration should be reappointed each year from the first year of his term. Since it takes at least a year to begin understanding the methodology of budgeting, a person should only be appointed if he has the time for reviewing this complicated process.
- (2) The Committee on Finance and Administration should be expanded to 9 members with 3 new members appointed each year. The purpose of such an expansion would be improved continuity.
- (3) The Faculty Senate should expect an annual report on the SFA budget from the Committee on Finance and Administration. The major responsibility of the Committee then would be to keep the Senate informed of budgetary developments.