

Minutes of the Emory University Senate
Tuesday, February 25, 1997
Cecil B. Day Chapel
The Carter Center

Members and guests recorded as present:

Virgil Brown, Jerry Berry, Donna Brogan, Susie Buchter, Carolyn Burdge-Wilson, Joy Burnette, William Chace, Michael Citrin, William Cody, Michael Crooms, Tommy Cutts, Alexa Devetter, Raymond DuVarney, Jay Harris, Gary Hauk, Luke Johnson, Joyce Jones, Judith Kapp, Adrienne Leder, Linda Matthews, Bafana Moyo, William Murdy, Erik Oliver, David Pacini, Sidney Perkowitz, Judi Raggi-Moore, Dan Rosen, Ann Rouse, Marwan Salem, Bill Size (for Bill Buzbee), Michael Skolnick, Liesel Sloan, Kara Stalcup, Sidney Stein, Randall Strahan, Jocelyn Taylor, John Thomas, Robin Thomas Dan Treadaway, Gregory Weisler, Nanette Wenger, Nancy Wilkinson.

Excused absences: Steve Batterson, Larry Beard, Paul Courtright, Rich Freer, Linda Huddleston, Judith Kapp, Steve Kraftchick, Robert Lee, Richard Letz, Elizabeth McBride, and Roderic Pettigrew.

The meeting opened at 3:20 pm.

Dr. Johnson introduced Dr. John Hardman, Executive Director of The Carter Center, who welcomed the Senate to The Carter Center and then gave a brief overview and history of the Center.

Jeremy Berry, President of the SGA, asked to address the Senate to thank everyone, especially Judi Raggi-Moore, Robin Thomas, and Michael Skolnick. He also noted that SGA elections were held recently and that the amount of paper covering the campus had been reduced tremendously by the addition of bulletin boards approved by Dr. Chace. Dr. Johnson thanked the SGA for demonstrating outstanding citizenship in the way it was proactive in coming to the Senate and to the Campus Life Committee in trying to address this problem and to raise the University's consciousness concerning this issue. He also noted that the SGA helped to focus the University on the broader issue of communication, which has been a focus for several years of Judi Raggi-Moore's Campus Life Committee. The consequence has been that now there are a lot of individuals from the Senate dealing with this issue and that the University Administration has acted in this instance and is expressing a deeper commitment to dealing with the problem in more systemic terms.

The minutes, sent out via email with corrections also done via email, were approved with one addition/correction by Dr. DuVarney to the Campus Development Committee Report. The following sentence will be added to the end of the Campus Development Committee Report on page 4 of the January 1997 minutes: "Because of the scope of this project, we would like the Campus Planners to know that the members of the Campus Development Committee would

prefer to be "in the loop" as part of the planning process rather than simply reviewing and critiquing the end result of a long and detailed planning effort."

Next on the agenda was a report from Linda Matthews on the Honorary Degrees Committee. An additional candidate for 1997 was brought before the Senate for approval. Dr. Johnson explained that as at last month's meeting, the Honorary Degrees Committee is requesting a waiver of the Bylaws two-meeting rule for approval of this honorary degree candidate.

A motion to approve the waiver of the two-meeting requirement was approved unanimously. The candidate was approved with 33 yes votes.

Dr. Matthews also introduced the four honorary degree candidates for 1998 to be voted on at the March meeting.

Dr. Johnson then introduced Dr. Glen Maberly, Chair of the EmoryCare Subcommittee of the Fringe Benefits Committee, who presented a short progress report on the initiative this past summer to institute a survey of client satisfaction with EmoryCare. Dr. Maberly said that the responses were taken from across campus (faculty and all levels of staff). Dr. Donna Brogan, who is the School of Public Health's Senate representative, has provided input into this project. The data has not been fully analyzed; the preliminary results, however, indicate a high level of satisfaction for most of those surveyed. There appeared to be concerns with billing problems.

Dr. Stein noted that the Prudential survey was completed by telephone and that an area of concern was that of claims processing. The delay in obtaining gyn evaluations was another. Do we need to have more gynecologists in the system? Perhaps we need to develop a more scientific survey instrument and carefully select individuals to see if we can come up with any problems. We have a rather large system and not a large number of completed surveys for the pilot study conducted here.

Dr. Brogan said that the sample included 75 interviews and that they would try to analyze the data and make it reflective of the population of EmoryCare subscribers.. A lot is not clear about the Prudential survey of EmoryCare subscribers, the methodology looks okay to me, but a lot of people think that it doesn't look okay. Dr. Johnson clarified that the data from the 75 interviews is what would be massaged to see what mileage could be obtained statistically. The Senate had offered \$5,000 from its funds to do the pilot survey but Human Resources picked up the \$5,000. What is the expense factor if we have to enlarge the survey? Dr. Johnson assured Dr. Maberly that if additional funds were needed that the Senate would be responsive to such a request. Dr. Brogan said that an additional \$2,500-3,000 would be needed to close this one (the pilot survey) out and that Human Resources would pick that up. She estimated that to conduct a full survey, the cost would be at least \$20,000, but that it was her judgment that the data from the pilot survey could be analyzed effectively. For clarity Dr. Johnson stated that if the Prudential EmoryCare survey could be probed a bit more, we could use that as a springboard for additional information and that would financially make more sense.

Kara Stalcup asked about the 75 responses to the survey. Dr. Brogan responded that the 75 respondents represented about a 60% response rate which is not very high but that we need to get

as much mileage out of the data as we can. Dr. Brogan emphasized that the \$20,000 minimum figure to do a larger survey was just a rough estimate.

Dr. Maberly said copies of the pilot survey instrument were available.

Carol Burdge-Wilson questioned whether the survey size adequately represented all of Emory plus the 12 satellites. Since PruCare is separate from EmoryCare would you be able to get complete data analysis? Dr. Stein responded that the data was gathered through EmoryCare and not PruCare and that if a full survey is done it will cover all of EmoryCare.

Dr. Maberly said they were very proud of the pilot survey instrument in that it dealt with access, quality of service, billing, patient satisfaction, etc. This survey was extensive and if another is done the number of questions on the questionnaire would have to be cut down.

Liesel Sloan asked if the data about lack of access to gyn services, number of nurse practitioners, etc. was given to the Administration of Emory Clinic and to the EmoryCare Committee.

Dr. Brown said he understood the analysis is not simple and very costly, but wondered if questions could be put forward to the subcommittee? Dr. Maberly said he could email any comments he might have.

Dr. Johnson asked if a full report from the EmoryCare Subcommittee working with the Fringe Benefits Committee could possibly be ready by March or April. Dr. Brogan said the report could be ready by April since March is next week. Dr. Johnson asked if a report could be at least given as part of the Fringe Benefits year-end committee report.

Dr. Johnson suggested that any member of the Senate who has questions, topics or concerns about the survey should email Dr. Maberly at maberly@sph.emory.edu.

Dr. Johnson thanked Dr. Maberly for his report.

Next on the agenda was review of the Senate Bylaws. Dr. Johnson said that he would go through the Bylaws and indicate the points where changes had been made. When that is complete we can go back over any points of discussion.

The following changes were made:

Page 3. Article II - Membership, Section I - Members, (a) added Provost and Vice Provosts to the ex-officio

Page 4. Category B - Student Body, rectified the number to reflect 12 members rather than 11 members.

Page 5. Section 3 - changed the title to Electors. Under (a) and (b) added the words and by. Subsection (c) was added: Elective members of the University Senate in Category C shall be

chosen from and by the members of the specified areas noted in Article II, Section 1 of these Bylaws.

Page 6. Paragraph moved to page 11, Article V.

Dropped Section 4 since Section 3 was cleaned up.

New Section 4 - Elections to Senate Membership:

Point (a) is a substantive change to bring the Bylaws into conformity with practice. We hold elections for new members before March 31st. We changed the language to say that they will attend the last regular meeting, which is in April, and shall assume their office at the end of that meeting. In other words we will have an overlapping membership at our last meeting. It now reads: (a) Elections shall be held annually at a time designated by the President of the Senate but not later than March 31. Members elected in March shall attend the last regular meeting of the spring semester of that academic year, and shall assume office at the end of that meeting.

Under (b), the following changes were made: The results of such elections shall be reported promptly to the President of the Senate. The Senate shall be the ultimate judge of the qualifications of its members.

Point (d) is the unexpired term of office of less than one year for any member shall be filled under the direction of the Executive Committee of the Senate. Any unexpired term of one year or more shall be filled by an election of a representative from the unit of the University concerned in the routine manner for the election of representative as outlined in this Article.

(d) Any unexpired term of office of less than one year for any member shall be filled under the direction of the Executive Committee of the Senate.

Page 8. Article III - Functions and Jurisdiction, Section 2 - Procedures, subsection (b), The President of the Senate shall allow the appointed managers to have a block of time at a Senate meeting to present the views and proposals of their report.

Section 3 - Jurisdiction. In case of failure to concur on the part of the Senate and the President of the University, the issue may be appealed as provided in Section 4 of this article.

Section 4 - Appeals. As provided in the Bylaws of the University, the decisions of the Senate shall, with the concurrence of the President of the University, be deemed final unless and until the Board of Trustees or its Executive Committee shall take final action.

Page 9. Article IV - Organization, Section 1 - Officers. Point (b), Elections shall be held annually for President-Elect and Secretary at a time designated by the President of the Senate but not later than March 31. The President-Elect and Secretary elected in March shall take office at the last regular meeting of the spring semester of that academic year. The President-Elect shall take office as President at the last regular meeting of the spring semester in the year following his/her election.

Section 2 - Committees. Point (a) changed to read: There shall be a Senate Executive Committee composed of the President, the immediate Past-President, the President-Elect and the Secretary of the Senate and the President of the Employee Council. Two students shall be elected from the annual membership of the Senate; the student members shall not be from the same school or division. The President of the Senate shall serve as chairperson of the committee.

The Senate Executive Committee or the President of the Senate shall meet from time to time with the President of the University or Provost of the University and upon request of the Chairperson of the Board with the Board of Trustees, or an appropriate committee thereof.

Section 3 - Committee Selections. Changed to read: Membership of the standing committees shall be recruited by the chairs of the respective committees, to be approved by the full Senate.

Page 11. Article V - Meetings, Section 2. Special meetings of the Senate shall be called at the direction of the President of the University or the President of the Senate; or at the request addressed in writing to the Secretary of at least three members of the Senate. Notice of such special meetings shall be sent to all members of the Senate by the Secretary as far in advance as is convenient.

Section 4 - Attendance. (Moved from Article II, Section 3c) The Executive Committee of the Senate may expel members for excessive absences of regularly scheduled meetings. The Executive Committee will determine what constitutes excessive absences on an individual basis. Before expulsion the Committee will give prior warnings to the member(s) for whom expulsion is being considered. When expulsion occurs, the President of the Senate will notify the Senator's constituency of the expulsion and need to elect a replacement.

Section 5 - Procedure. The order of business in any meeting of the Senate shall be determined by the President of the Senate, subject to such appeal as is elsewhere provided in these Bylaws. Robert's Rules of Order shall govern the conduct of meetings except as the Senate may otherwise prescribe.

Page 12. Article VI - Honorary Degrees, Section 1 - Nominations. Recommendations as to the maximum number of candidates for honorary degrees that may be awarded during any academic year and the nomination of candidates for such degrees shall be made by the University Senate. The University Senate Standing Committee on Honorary Degrees shall present a roster of candidates to the full Senate.

Page 14. Appendix A, II Membership, (A): Committee chairs are appointed by the Executive Committee. Near the close of a chair's term, each committee might recommend a person or persons to serve as chair for the forthcoming Senate year. The current chair will forward the recommendation(s) to the President of the Senate for Executive Committee action.

(B) (4) assure that committee minutes are promptly sent to the President *of the Senate*;

(C) Committee members are to be acquired from the broadest possible means of recruitment. This includes announcements in the *Emory Report* and recommendations from Senate members,

President of the University, the Employee Council, the Student Government Association, the deans, department chairs, supervisors, and any other means of securing interested persons for Senate committees. Committee chairs should seek to constitute a committee that has representation from staff, faculty, and students. By August 20 of each year, committee chairs should send to the President of the Senate their list of proposed persons who requested committee membership but who are not being recommended.

Page 15. III Jurisdiction, (A): A committee has the authority to support, reject, and revise initiatives brought before it by the President of the University, the Provost, other administrators or any recognized group of the University.

Page 16. Appendix B - University Senate Attendance Policy. In accordance with the Bylaws of the University Senate, Article V, Section 4:

The Executive Committee of the Senate may expel members for excessive absences of regularly scheduled meetings. The Executive Committee will determine what constitutes excessive absences on an individual basis. Before expulsion the Committee will give prior warning to the member(s) for whom expulsion is being considered. When expulsion occurs, the President of the Senate will notify the Senator's constituency of the expulsion and need to elect a replacement.

- An "unexcused" absence is any absence which has not been communicated to the President of the Senate before the Senate meeting.
- In cases where expulsion occurs due to excused and/or unexcused absence, the procedures of warning Senators and notifying their constituency will follow the directive of Article V, Section 4.

The floor was then opened for discussion.

Gregory Weisler asked if there was a list of the standing committees and from whom do the standing committees get their authority? Dr. Johnson said that a list does exist and is available to everyone by notifying Julie Johnson. He noted that the standing committees derive their authority from the Senate and obtain their membership from all over the campus.

Michael Skolnick requested that Section 4D be amended to stipulate that a division or department should be consulted when an expired term from that division or department needs to be filled. Dr. Johnson clarified the present wording by stating that the Executive Committee is made up of Senate Representatives from the Student Government Association, the Employee Council and the Faculty Council, and that these representatives are directed by the Executive Committee as a whole to bring before their constituency the need to fill an unexpired term. Further it was noted, that this is the current practice.

Susie Buchter also asked if there was a list of all the Senate members and their departments. Dr. Johnson said that Julie Johnson has such a list and that it can be obtained by calling Julie at 7-2041.

Jay Harris questioned under Article IV, Section 1b, if it was possible for a staff member to run for President of the Senate. Dr. Johnson said that it can never happen because the President of the Senate also serves as the Chair of the Faculty Council, which is a Presidential advisory body of faculty members only.

Tommy Cutts suggested that on Page 3 under Article II, Section 1a, that the Chancellor of the University should also be included. It was agreed to add: (a) Ex officio members shall include the President, Chancellor, Provost, Vice Provosts^o.

A general discussion ensued regarding a question from Liesel Sloan regarding alternating graduate and undergraduate nursing students on the Senate. Dr. Johnson said it had been the Nursing School's decision to alternate and that both could vote.

A vote was taken on the Bylaws as presented and amended to include Chancellor as an ex officio member, and Appendix C; "Senate Standing Committees." The vote was unanimous to approve the Bylaws as amended.

The floor was then turned over to nominations for President-Elect and Secretary of the Senate. Nominations can be made at this meeting and a vote will be taken at the March meeting.

Dr. Johnson said that of the five eligible faculty council members, Dr. Virgil Brown had indicated that he was willing to serve as President-Elect. No nominations for Secretary have been put forward. Secretary to the Senate is not restricted to any category and can be nominated from the floor and that self-nominations are also welcome. By next week, please send all nominations to Dr. Johnson or Julie Johnson. They will be distributed via email as well as a personal statement from Dr. Brown.

The next meeting will be on Tuesday, March 25th at 3:15 pm in the Grace Crum Rollins Room, School of Public Health.

There being no further business, the meeting adjourned at 5:00 pm.

Prepared by Ann Rouse

Secretary, University Senate