



FACULTY SENATE Est. 1991

Tracy Woodard-
Meyers
President

Ed Walker
Vice President

Diane Holliman
Secretary

Aubrey Fowler
Parliamentarian

Faculty Senate Minutes February 21, 2013 UC Magnolia Room

1. Call to Order by Tracy Woodard-Meyers at 3:36 p.m. Diane Holliman read the proxies followed by a question/answer section with Dr. McKinney and Dr. Hull. 29 questions were submitted anonymously by faculty. Questions/answers will be typed and become a part of the minutes.

2. **Approval of the minutes of the November 22, 2012 meeting of the Faculty Senate.**
<http://ww2.valdosta.edu/facsen/meeting/minutes/index.shtml> (See link for minutes from November 22, 2012) – Minutes approved.

3. New business

a. Report from the Academic Committee –Catherine Schaeffer & Melissa Benton
See minutes from November 2012, December 2012, January 2013 and February 2013
<http://www.valdosta.edu/academics/registrar/academic-committee.php>.

Minutes were approved as submitted. Diane Holliman is using an electronic version of the minutes instead of submitting them as an attachment. Formatting is an issue. Ed Walker made a motion that they be submitted as a “block” instead of each one individually. Motion was seconded and passed.

b. Report from the Committee on Committees –Miryam Espinosa-Dulanto
meespinosadulant@valdosta.edu -- Reports of Standing committee’s bylaws and descriptions are due to the Committee on Committees, Chair, Miryam Espinosa-Dulanto
meespinosadulant@valdosta.edu by February 21, 2013.

Only 7 of the 13 standing committees have submitted their bylaws for review. They are as follows: Academic Scheduling & Procedures Committee (changes to bylaws); Academic Honors and Scholarship Committee (changes to bylaws); Educational Policies Committee (changes to bylaws); Library Affairs Committee (no changes to bylaws); Minority & Diversity Issues Committee (changes to bylaws); Student Activity Committee and the Student Services Committee. NOTE: Student Activity Committee and the Student Services Committee will be merging into one committee named Student Services and Activity Committee. Committees have until midnight to send their revisions.

All the bylaw changes for the committees will be submitted for addition to next month's agenda.

c. Report from the Institutional Planning Committee – Aubrey Fowler arfowler@valdosta.edu

Aubrey Fowler had a discussion with President McKinney a couple of weeks ago and asked him the possibility of moving to a two day a week teaching schedule. After much discussion among the Senate members a motion was made to form a special committee to look into the issue of moving to a two day a week teaching schedule. Senate voted with one abstention – Motion was seconded and passed. Tracy Meyers asked Aubrey Fowler if he was willing to chair this special committee. He agreed along with Marie Whyte and Peggy Moch. Aubrey Fowler will contact others to serve on this committee.

Due to all the discussion in reference to present committees vs. special committees – Miryam Espinosa-Dulanto wants to make sure that everyone understands the importance of sending the bylaws. Important to know what each committee desires to do – can't fill in the spaces for next year unless they know what the committees are planning on doing – Asked they please take this serious and send to her by midnight tonight.

CoCo and Faculty Senate is supposed to review the existence of standing committees in May to determine whether they would go on to the next year – would like to suggest those that don't turn in bylaws might not be worth having the next year.

d. Report from the Faculty Affairs Committee –Karl Paoletti kppaoletti@valdosta.edu

Karl Paoletti reported that they have been asked to assess current policies on student accusations against faculty members and what options faculty members have to protect themselves. Had a meeting and decided to seriously investigate this issue before making a recommendation. We are going to contact Russ Mast, Dr. Hull and the Chief of Police and the SGA to work out a strategic plan. He contacted Laverne Gaskins for her response.

e. Report from the Faculty Grievance Committee – John Dunn jdunn@valdosta.edu – No Report

f. Report from the President–Tracy Woodard-Meyers tmeyers@valdosta.edu

1. **See Attachment A-Faculty Travel and Faculty Development Criteria – Remanded to Faculty Scholarship**

We have a request to look at the amount of money that is awarded to travel grants for faculty scholarship. The request is to see if we can increase the amount awarded since

some of the funds is not being used. Also to look at and expand activities that can get funded – such as chairing a committee rather than just presenting a paper at a conference. Would like to remand this to the Faculty Scholarship and Research Committee and hope they will come back with a report as to if that's a possibility.

Tracy Meyers stated that she had talked with James Archibald and he has graciously agreed to conduct and organize some training for new faculty senators. This is his area of research/work. Will be hearing more about this in the future.

2. **See Attachment B** - Look at Final exam schedule and semester structure. Can we change final exams from Tuesday-Friday to a Monday-Thursday with Fridays off for grading with no dead day? Remanded to the Institutional Planning Committee.

Maren Clegg-Hyer asked to clarify what was stated in her email. She did not say that we should get rid of dead day. She said that we should move the deadline the following week to the next day as one of our alternatives, because the students still need dead day. Wanted to know why we can't move our grading deadlines the following week. Move the date from Monday at 9:00 a.m. to Tuesday or even Wednesday at 9:00 a.m. Look at different options – talk with the Registrar about moving the deadline a couple of days - getting rid of dead day is not what I would recommend. She asked the committee to take this into consideration.

Tracy Meyers asked the Institutional Planning Committee to look into how we set up and structure finals week and that can include figuring out some way to make it so grades are not due that next Monday – which keeps a lot of people from being able to attend graduation. If we can remand that to you Aubrey with those changes and just look at the total way it is structured.

Tracy Meyers stated - this bring us to another topic. If you want an item on the agenda, there are guidelines in the bylaws that say how to do that - if you send an attachment in Word and carefully word what it is that you want – then it would cut down on the Executive Committee reading through the emails and trying to figure out exactly what it is. If you do not want your name included make sure you let us know we can put in an anonymous request. Using this format would help Diane Holliman with the agenda.

3. **See Attachments C** (includes three emails) – *Form a Special Committee to look at Faculty rights and safety.*

Executive Committee would like to form a special committee to look into this. Michael Noll accepted to chair this committee. He will be asking for volunteers to serve.

4. **See Attachment D** -12 month Teaching Faculty and Mandatory Leave Policy.
Remanded to the Faculty Affairs Committee –

Deals with an issue that the 12 month teaching faculty have to encounter when they take leave. Over the holiday break faculty that is 10 months actually have to use their annual leave that they accrue when the university closes down as do the Administrators and staff

in order to not be working and get paid. Remanded to the Faculty Affairs Committee to come back with some suggestions and a report.

4. Old Business:

1. **Report from Educational Policies Committee (Standing Committee) -Lynn Corbin** lcorbin@valdosta.edu (See attachment E)

Lynn Corbin stated that the Educational Policies Committee recommends to you a final exam policy. This results as a charge from the Dean's Council. The changes are minor. It is to clarify that final exams are expected. There are certainly exceptions that are appropriate to be made as an appeal to the Dean. The Dean has to approve any changes of not giving a final during the designated final exam period during final exam's week. We have two versions – one is for the student catalog and one is for the faculty handbook.

Gardner brought it to Lynn's attention that they are citing from the 1997 pdf. file in the faculty handbook and that this is not the most current version. He stated he could give her the web link that she would need. She thanked him.

Ed stated this comes to the committee as a recommendation – second is not needed – but does need to be voted on by the Senate. Ed called for discussion and stated we certainly need to look at the page number again.

Peggy would like to view Gardner's recommendation as a friendly amendment to the right page, to have the correct reference.

Ed asked if the committee accepts this? Committee accepted. The motion is to include this wording in the appropriate page in the faculty handbook and also in the student undergraduate catalog. Hearing no further discussion then I call to question. Vote was taken on the new language – one opposed – no abstentions. Recommendation passed.

5. Discussion - SGA Smoking policy (**Attachment F**) -

No one from the SGA was there to discuss the smoking policy – Tracy will email and make sure they are here for March meeting – Will put it back on the agenda.

Special Request: Angela Uyeno from Internal Audit introduced herself. Stated they are basically the caretakers of VSU policies. On the VSU policy website there is a new policy on policies as proposed policy. Basically rather than having people have to walk a new policy around from faculty senate meeting to COSA meeting to SGA the proposed policy basically is to put it up on the website and allow people to read it at their leisure, make comments, and send those in for inclusion in the review. Would like to invite you all to visit the policy website have a look at the proposed policy on policy and submit your feedback on it. Deadline for that is February 28th. Would very much appreciate your input.

Tracy asked for any additional announcements or discussions –

James Archibald had a quick question about graduation – did we ever find out what new changes or recommendations are going to be implemented? Tracy responded the President had a transition team and asked her to chair the Academic Ceremonies Committee. We made suggestion to him about 2-2 ½ weeks ago – we asked him to let us know what he is deciding to change – but have not heard back from him yet.

John Dunn asked if your question was not answered by the President do you need to resubmit it or will we get to the ones that he didn't have a chance to answer today? Dr. Hull answered no need to resubmit and future questions will be added to them.

Diane stated her understanding is that the questions and answers for this senate meeting will be included in the minutes. Will there be typed answers? Tracy answered what we thought we would do since a lot of the questions came from people who are not at the faculty senate meeting – is that we would provide the question then we would provide the answers and they would be in the minutes and posted on the webpage so people could access them as they access the minutes of the senate meeting.

Maren asked if the questions that were inappropriate would be vetted? Tracy stated it needed to be decided that she as President did not feel comfortable censoring or editing them. Maren stated as we run into privacy issues and legality we might want to be careful. Tracy asked for suggestions on how to handle it. If we continue to do this next year could put her or the President for next year in the position to edit and censor and she can see it coming back the other way oh your editing and censoring and your infringing on my academic freedom/1st amendment rights of freedom of speech. How do you draw that line? Recommendation was made to let the President decide. Aubrey stated the process should be generated by the Faculty Senate even though it was President McKinney and Dr. Hull asking for it – It is the Faculty Senate inviting them into this meeting to help answer some faculty issues. Could take steps to redact names for protection but not censor or keep questions from the faculty senate as a group.

Dr. Hull stated their goal was to be available to answer questions – this seemed like a way to do it on a regular basis – Reality is, that with a buildup of questions due to not having done this, honestly some of them were as you would expect. Heavily emotional, some mean spirited, and that is fine – we will answer all except the ones that will require us to talk about a person in front of a group of people that is not that person. My hope would be that we get to a place of trust. So that the questions that are generated are similar to how you would ask if you were sitting in front of me. Do not want to censor – just ask that you take care with people's name.

Suggestions was made to possibly have IT set up a drop down box on the website that questions could be submitted to anonymously with guidelines and categories. Could populate the themes (such as travel, payroll, etc.) and set the drop down box up from that. Would need a moderator. If guidelines for submitting questions was not followed question would be dismissed. Tracy Meyers agreed to look into this. Put an addendum stating if question is submitted anonymously and does not follow guidelines it may not be answered.

6. Adjournment: 5:09 p.m.

Attachment A

From: Connie L. Richards
Sent: Wednesday, February 06, 2013 2:52 PM
To: Tracy W. Meyers
Subject: faculty travel \$

Hi, Tracy,

Hi, Tracy,

At Deans Council today the topic of faculty travel money came up and Karla mentioned that much of the budget allocated for faculty travel is not used. I mentioned that often the travel I see is for much more than \$750 and that some departments have hardly any travel money at all. I asked if the money is not being used, can they increase the amount that faculty can get to travel. The comment was then made that the guidelines evidently come from a sub-committee of the Faculty Senate. Would Faculty Senate be interested in pursuing raising the amount of travel money that faculty can access? Several things were mentioned: (1) allowing faculty to access \$1500 per year, perhaps even as a one-time expense; (2) increasing the ceiling on the amount per award. I think more faculty would travel if they didn't have to shell out so much money each time they traveled. Just my 2 cents.

Connie

Also include asking Faculty Scholarship and Research Committee to include funding other activities such as chairing a session i.e. Faculty Scholarship and Research Committee Re-examine the criteria for funding.

Attachment B

Hi Tracy,

You'd asked in Faculty Senate that we document our comments about improving graduation attendance.

I said that I felt I could speak for everyone in the English Department when I said that we as a body rarely if ever attend graduation, and can't conceive how to do so at present, for a very good reason. The nature of assessment in English means that we all have anywhere from 120-200 lengthy, final essay exams to read between our last finals (usually late Friday night) and the grade deadline (9 a.m.) on Monday morning. There have been a number of times colleagues and I have lamented that we can't attend our favorite students' graduations, but we are all in the same predicament -- we're grading into the wee hours and tallying math instead, so we can finish calculating in time for the Monday morning deadline. (Frankly, most of us are lucky to even eat or sleep those three days; even two hours might make me miss Monday's deadline. We consider it our "gauntlet.")

In essence, unless the final exam schedule changes OR the grade deadline moves back by one to two days, none of us is likely to ever attend graduation. Move the deadlines, and more of our faculty may be able to attend graduation.

Thanks for asking,

Maren Clegg Hyer

Attachments C

Michael G. Noll

Inbox

Friday, November 16, 2012 1:32 PM

Dear Tracy and Diane.

Let me briefly spell out the concerns I brought up at the end of the meeting so that there is no misunderstanding.

In the last couple of years rather embarrassing events have occurred at VSU all of which could have been avoided if "the system" would be working properly, if procedures and policies (assuming their are in place) were followed, and/or if members of the faculty, students, administration and the VSU police would behave in a calm and measured fashion instead of overreacting or perhaps not acting at all. Here some examples that come to mind:

1) Dr. Frank Rybicki (assistant professor in mass media) was arrested and charged with assault in March 2011. He was later found not guilty of the charge of injuring a student in a Georgia State Court, but VSU lost him anyway as his contract was not renewed ...

2) I believe in Fall 2010 Steven Thompson (instructor in the biology department) was arrested and briefly went to jail for supposedly assaulting a student, a charge that was later dismissed too. He too lost his position ...

In both cases not only were faculty members ****arrested**** for bogus claims, they were literally left out hanging by an administration and a "system" that failed them and even booted them for all practical purposes ...

3) In April 2012 William Mathews, a senior psychology major, was literally rounded up, arrested and put into jail for, well, supposedly stealing an umbrella ... I am not sure what happened with that case though ...

4) Then there were such things as the Hayden Barnes case back in 2007 when VSU "administratively withdrew" him because he was protesting against the construction of parking decks and his collage and passion seen as a "threat" ...

In both of these cases the system failed too as neither one situation nor the other warranted such reactionary behavior.

What I would like to request is that the key players at VSU dealing with such issues as safety, law enforcement, civil rights and faculty grievances form an ad-hoc committee to address weaknesses in our system that may have made these situations possible and/or trying to come up with mechanisms and policies plus possibly workshops and better training to avoid them in the future.

Regards, Michael

Michael G. Noll, Ph.D.
Associate Professor of Geography
2011 Nevins Hall
Dept. of Physics, Astronomy & Geosciences

From: Maren Clegg-Hyer
Sent: Friday, November 16, 2012 9:04 PM
To: Tracy W. Meyers
Subject: Senate issue, security

Hi Tracy,

I'm e-mailing you separately for each issue I'd like to put on the discussion agenda for Faculty Senate.

I'd like to request that we begin discussions about faculty and student safety in the event of violent and uncooperative people on campus. I've been worried about this issue for some time, and your comment at the last Faculty Senate meeting (disruptive, almost violent student) reinforces the need to address our preparedness for such events.

For example, I teach in West Hall most of the time. If a disruptive/violent person entered my classroom (as a student or a visitor), what would I do? First of all, what is the protocol the university would have me follow? Do I approach the violent person (who might shoot me)? Do I ask the person to leave? What if the person refuses (which I consider likely, and you have experienced)? Do I contact security? What is the right number to get campus police versus city police? What if my cell phone doesn't work in my classroom? How can I contact anyone for help in that case? What should I have students do?

What if we have a "lockdown" on campus because a disruptive or violent person is roaming at large? I would want to secure my classroom and students safely and keep everyone away from windows and doors. However, even if there were a shooter in the hallway, I have absolutely no way to secure the doors to my classrooms. Once swiped, the doors remain open until the late evening. The doors open outward, and desks would provide little protection for students or for me.

I think we are vulnerable to violent incidents, and our facilities (where I teach, at least) are not currently supportive of security measures. Can we have a "security" button in a secured location in each classroom so we can call for security with or without a cell phone? Can we periodically request or review protocols for emergencies of both types? Can we find a way to "lock down" our classrooms with special keys or codes for doors in event of emergencies?

Thanks for your attention -- I don't want us to address this issue *after* a tragedy occurs -- I'd rather we prevent tragedies where possible.

Maren Clegg Hyer
Department of English

NOVEMBER 16, 2012

Tracy, We had such a good discussion at the very end of Faculty Senate that it prompted three e-mails!

I'd like to request that Faculty Senate continue our discussion of what to do to support our faculty members who are accused by others of wrongdoing on campus.

Our discussion highlighted the experiences of at least two faculty in the last few years who were accused by a student of wrongdoing, and either acquitted or exonerated, but then released by the university.

Without going into the specifics of the past faculty in question, I think we should discuss the disturbing trends suggested by their experiences and those of a (currently) small percentage of faculty within our profession:

- All faculty on all campuses are vulnerable to retaliatory action by disgruntled students and co-workers
- If past instances are any indication, such accused faculty are treated as though they are guilty until proven innocent (being removed from the classroom and workplace, etc.) and then, guilty by association *when* proven innocent (dropped like a "dirty dish" or "released from their contracts" at the university)
- Such scenarios can unfairly and unjustly jeopardize careers of faculty members who have done no wrong, but who lose their positions anyhow

The questions I submit to the Faculty Senate are as follows:

- How can and should Faculty Senate mediate/advocate/support fellow faculty who have been accused of wrongdoing before, during, and after the determination of their guilt or innocence?
- Can we influence administration through support of wrongly accused faculty whose innocence has been demonstrated?
- Are there already policies or possibilities in place for helping such faculty? If so, what are they? (If Senators are aware, we can bring such policies to the attention of such faculty as need arises.)

Thanks for your patience and attention,

Maren Clegg Hyer
Department of English

ATTACHMENT D

December 31, 2012

Dr. Tracy Woodard-Meyers
President of Faculty Senate
Valdosta State University

Dear Dr. Tracy Woodard-Meyers,

I am writing to you today with two concerns about 12-month teaching faculty and mandatory annual leave. As 12-month teaching faculty I have realized that we are treated by our departments, the Dean, and the Office of Academic Affairs as faculty with the responsibilities quite similar if not the same as our 10-month faculty colleagues. We fulfill academic faculty duties as well as extra-curricular duties such as proctor and grade comprehensive examinations, mentor and advise students, serve on committees at all levels, attend graduations, orientations and visitation days, represent the university and department at conferences, as well as conduct and publish research. 12-month teaching faculty undergo annual evaluation and submit for review for promotion and tenure. As you know, many of these extracurricular activities and even academic duties take place outside of the traditional work day and work week. On the whole teaching faculty, whether 10- or 12-month, are quite equal with respect to the duties we perform and the regard we enjoy with academic success.

Unfortunately, human resources and payroll treat 12-month teaching faculty much like staff. Recently, payroll issued a memorandum stating that employees on monthly salary must submit mandatory annual leave for 5 days when the university is in fact closed. I'm sure that you are aware that 12-month teaching faculty earn a total of 21 days of vacation leave annually. When 5 days are considered mandatory leave, 12-month teaching faculty really only have 16 days annual leave not the 21 that we have contracted for.

According to Dr. Bogart at Human Resources the issue of mandatory annual leave was given to COSA by a previous university president. Every 3 years COSA agrees on a maximum of 5 days of mandatory annual leave and the schedule is posted on the Human Resource website. We are asked to comply with a policy of mandatory annual leave that we were never made aware of (at the time of hire or since). Furthermore, regardless of faculty status we must comply with the mandatory leave schedule generated and approved by COSA, a non-faculty entity. For this reason, we would like for the issue of mandatory annual leave as a policy come before the Faculty Senate.

In regard to duties, 12-month teaching faculty are treated much the same as 10-month faculty. Yet 12-month teaching faculty are required to take mandatory leave when the university is closed. This schedule is not consistent with their contracts and not a policy of Faculty Senate. It is our hope that the Faculty Senate address and acknowledge 12-month teaching faculty as full members of the faculty of Valdosta State University allowing us to step out of the void between faculty and staff status that we now endure. And finally, we seek to clarify a leave policy in which 12-month teaching faculty receive the full 21 leave days that are earned annually and are not required to take vacation when the VSU is closed. Thank you for your consideration of this matter.

Sincerely,
Karen R. Noll
Lila Carson

ATTACHMENT E

*Language to be inserted on page 87 of the VSU Undergraduate Catalog (2012-2013).
The following language would replace the current language in the catalog:*

FINAL EXAMINATIONS

In regularly scheduled undergraduate lecture or hybrid courses, a final examination shall be administered at the time specified in the official final examination schedule as distributed by the Office of the Registrar or the college dean. No final examinations may be given in advance of the date scheduled. In courses such as seminars, senior design, capstone, internship, practicum, writing courses, and laboratories, the final examination may be replaced with an appropriate assessment at the time specified in the official final examination schedule. Final exams may take many forms such as student presentations that demonstrate knowledge/competence, reports, or written tests. The nature of the assessment shall be determined by the instructor of record. An announcement of policy shall be made to the class at its first meeting and included in the class syllabus. Final

exams may or may not be comprehensive of the entire semester. Final exams may or may not last the entire scheduled time allotted for the final exam. Exceptions to this policy, including not giving a final exam, must be authorized by the college dean.

In online courses, final exams are to be completed during the final exam time period scheduled, generally a “window of time” such as a 24-48 hour period. On rare occasions, exceptions to this rule are permitted at the discretion of the college dean. Final exams may or may not be comprehensive of the entire semester.

Any student who is scheduled for three final examinations in one day may request to change the date of one examination of the student’s choice. The student must present a request in writing to the instructor involved at least two weeks before the final exam.

Language to be inserted on page 55 of the VSU Faculty Handbook (1997). The following language would replace the current language in the handbook:

FINAL EXAMINATIONS

The complexities of an academic institution make it necessary that all faculty comply with the schedule of final examinations. In regularly scheduled undergraduate lecture or hybrid courses, a final examination shall be administered at the time specified in the official final examination schedule as distributed by the Office of the Registrar or the college dean. No final examinations may be given in advance of the date scheduled. In courses such as seminars, senior design, capstone, internship, practicum, writing courses, and laboratories, the final examination may be replaced with an appropriate assessment at the time specified in the official final examination schedule. Final exams may take many forms such as student presentations that demonstrate knowledge/competence, reports, or written tests. The nature of the assessment shall be determined by the instructor of record. An announcement of policy shall be made to the class at its first meeting and included in the class syllabus. Final exams may or may not be comprehensive of the entire semester. Final exams may or may not last the entire scheduled time allotted for the final exam. Exceptions to this policy, including not giving a final exam, must be authorized by the college dean.

In online courses, final exams are to be completed during the final exam time period scheduled, generally a “window of time” such as a 24-48 hour period. On rare occasions, exceptions to this rule are permitted at the discretion of the college dean. Final exams may or may not be comprehensive of the entire semester.

Any student who is scheduled for three final examinations in one day may request to change the date of one examination of the student's choice. The student must present a request in writing to the instructor involved at least two weeks before the final exam.

ATTACHMENT F

From: Reginald E. Merritt
Sent: Monday, November 19, 2012 3:55 PM
To: Tracy W. Meyers
Cc: Amber S. Worthy; Nonyem O. Fagbohun
Subject: SGA- Campus Smoking Policy Proposal

Greetings Dr. Meyers,

The Student Government Association has been fervently working towards creating a Campus-wide smoking policy. In consideration of all students, this proposal includes designated smoking areas for smoking Students, Faculty and Staff- members. This policy is an extension of our current smoking policy, which prohibits smoking within "25 ft. of entrances, exits, operable windows and ground level air intake structures." If this policy passes, designated smoking areas will be established in several common areas convenient for smokers on all campuses, but all other areas on campus smoking would be prohibited. SGA has had several walk throughs in development of a campus map outlining those designated areas. I have attached a copy of the current proposal as well as the current VSU smoking policy. This policy will also be voted on through the VSU web page to ensure that it is widely accepted by the majority of the student body. We have spoken with Dean Mast about possible means of enforcement if this policy came into existence. He has also advised us to contact you. This area is being researched currently. Hopefully, the Faculty-Senate will consider this policy and work with us to help it come into existence for the improvement of our campus!

Your assistance in this endeavor is greatly appreciated,

Reginald E. Merritt, Jr.

VALDOSTA STATE UNIVERSITY POLICY ON SMOKING

POLICY JUSTIFICATION:

The Governor signed a statewide smoking ban that took effect on July 1, 2007. [The Georgia Smoke-free Act of 2005](#) prohibits smoking in all enclosed facilities owned, leased or operated by an agency of the State of Georgia. (O.C.G.A. § 31-12a-1) This banned in state-owned buildings and leased spaces to include all state-owned vehicles and mobile equipment and extended the outdoor distance restriction to 25 feet. The "University

Policy on Smoking" has been written to be consistent with these mandates.

POLICY:

It is the policy of Valdosta State University, to promote a smoke-free environment for our students, faculty, staff and visitors and to encourage non-smoking lifestyles. Therefore:

1. Smoking is prohibited in all university buildings and leased space (including space within buildings shared with others). This prohibition also applies to any area enclosed by the perimeter (outermost) walls of the building, including restrooms, warehouse and storage space. Atriums,

balconies, stairwells, and other similar building features are to be considered "within a building."

2. Smoking is prohibited in state/university-owned vehicles. This prohibition includes passenger vehicles and all other state-owned mobile equipment including utility carts, light and heavy-duty trucks, cargo and passenger vans, buses, and any other mobile equipment with an enclosed or enclosable driver/passenger compartment.
3. Smoking is prohibited within 25 feet of entrances and exits, operable windows and ground level air intake structures.
4. Smoking is prohibited within stadium seating areas, tennis courts, and other recreational facilities.
1. Smoking is prohibited in outdoor dining areas posted as Smoke-Free.
2. The university will place ashtrays and other smoking litter appliances as well as appropriate signage in designated areas for the purposes of fire safety, litter prevention, and to minimize exposure to secondhand smoke. Consideration of pedestrian traffic patterns, pedestrian safety, ADA accessibility and campus aesthetic will influence the actual placement of receptacles.

Revised January 8, 2008

RESPONSIBILITIES:

1. Human Resources and Employee Development within the frame work of the Wellness Program shall develop and implement vigorous, on-going and well-publicized programs to assist faculty, staff, and students who wish assistance in overcoming their dependency on tobacco.
2. The success of this policy depends upon the thoughtfulness, consideration, and cooperation of every member of the University community. Deans and Directors shall periodically review and assess the implementation of this policy in their respective areas to ensure compliance and determine the actions to be taken when conflicts arise. Problems should be brought to the attention of the appropriate supervisor and handled through the existing administrative structure.
3. This policy shall be included in the appropriate University contracts, recruitment information for new employees and other informational publications. Campus visitors shall be informed of the policy through appropriate University signage.

POLICY ADMINISTRATION & ENFORCEMENT:

1. Deans, Directors, Department Heads, and other administrative units are responsible for the administration of this policy. This includes periodic notification of the policy to those who frequent the respective facilities, intervention and notification of Physical Plant Management when problems exist with locations of ashtrays and other smoking litter appliances.
2. All campus entities that contract for the use of campus facilities or who routinely invite visitors to the campus are responsible for insuring that the Policy on Smoking is communicated.

4. The Environmental and Occupational Safety Office is available to assist with policy interpretation and to ensure consistent application.
5. Complaints regarding violation of the policy should be made to the administrator in charge of the facility at which the violation has occurred.

Approved by the President

Revised January 8, 2008

Student Affairs Committee
1500 North Patterson Street
Valdosta, Georgia 31698
April 9th, 2012

Student Government Association
1500 North Patterson Street
Valdosta, Georgia 31698

Dear Members of Student Government:

The Senators of Student Affairs Committee are writing to request your support to establish a new smoking policy.

Smoking is prohibited in campus buildings and university-owned or leased vehicles. This applies to offices, hallways, waiting rooms, restrooms, lunchrooms, elevators, meeting rooms, residence halls/apartments and community areas, which are the property of Valdosta University or those areas leased or controlled by Valdosta State University.

Smoking is permitted on campus grounds in designated smoking areas only. All employees, faculty, staff, students, and visitors are expected to abide by the terms of the Campus Smoking Policy, both during and after campus hours, and during all university-sponsored events.

Outdoor Smoking Areas.

(1) Reasonable Distance. The building owner, agent, operator, person in charge or Proprietor of Valdosta State University property may designate an outdoor smoking area that is located at a distance minimally of *thirty feet* from any entrance, exit, window, vent, or air intake system of a building where smoking is prohibited.

(2) Smoking Pits. Any smoking pit located in an outdoor smoking area shall be placed a reasonable distance from any entrance, exit, window, vent, or air intake system. Cigarette waste must be properly disposed of in designated receptacles in the outdoor smoking areas to promote a safe, healthy and clean campus. Placing Smoking Pits in a reasonable proximity away from buildings would lower concerns for public health.

Hours of Operation.

A smoke-free public place must prohibit smoking twenty four hours per day in any area that does not meet the requirements pertaining to enclosed areas and smoking areas as specified in the Act.

Enforcement.

(1) Valdosta State University officials, county boards of health, and their duly authorized agents shall enforce the Act.

(a) Any students, faculty/staff member, and or campus guest whom desire to register a complaint under the Act may initiate enforcement with the University and their duly authorized agents.

(2) The success of this policy depends upon the thoughtfulness, respect and cooperation of everyone. All students, employees, faculty, staff and visitors share the responsibility of following and encouraging compliance with the policy. Current University officials will be responsible for monitoring compliance with the Campus Smoking Policy within their designated areas. Any problems should be referred to the building managers. At university events where building managers may not be present, those persons responsible for conducting the event are responsible for monitoring compliance with the policy. For situations that may occur outside areas monitored by building and events managers, students, employees, faculty, staff and visitors share the responsibility of following and politely encouraging compliance with the policy.

(3) Employees, faculty, staff and students who fail to comply with this policy may be subject to disciplinary action for noncompliance with University policies. Clients, contractors and visitors who fail to comply with this policy may be asked to leave the campus, have access to the campus denied and/or other appropriate measures taken to ensure future compliance with the policy. Should anyone refuse cooperation, Campus Police may be summoned to assist in the matter and respond accordingly, such as placing visitors on trespass notification should they fail to comply and are requested to leave university premises.

Second hand smoking is a danger to public health on the Valdosta State University campus. Littering takes away from the image and standards being upheld for the sake of the beauty of this campus. Following the listed objectives would decrease the negative effects of smoking on campus and ensure health safety to the public.

Members and Visitors Present

*Indicates proxy

Executive Committee:

T. Woodard-Meyers, President
E. Walker, Vice President/President Elect
D. Holliman, Secretary
A. Fowler, Parliamentarian

Ex Officio:

Brian Haugabrook
Ryan Baerwalde

College of Arts:

J. Bickerstaff
L. Corbin
B. Finson*
K. Im-Park - absent
P. McNeill
K. Murray
L. Orenduff*
K. Paoletti
C. Schaeffer*

College of Arts & Sciences:

T. Aiello*	M. Hyer
J. Allard	A. Lazari - absent
D. BaracsKay	P. Moch
L. De La Garza	K. Morris
J. Dunn	O. Nikolova
M. Espinosa-Dulanto	M. Noll
S. Fares	E. Parra
V. Foyou	G. Rogers
R. Gladwin*	J. Velez-Marulanda*
D. Hall*	T. Woodard-Meyers

College of Business Administration:

A. Fowler
D. Kuhlmeier*
N. Moates*
T. Royle

College of Education:

L. Adams
J. Archibald
G. Arome*
J. Baxter*
D. Briihl
G. Doepker
M. Gorham-Rowan*
M. Grant*
R. Green
R. Hannibal
S. Kohn*
D. Lambeth
S. Lennon
S. Sanderson
C. Talor
V. Whisler

College of Nursing:

M. Benton
M. Whyte

Division of Social Work:

D. Holliman
M. Sanger

Odum Library:

E. Rogers
L. Wright

COSA Representative (non-voting):

B. Haugabrook

Student Senators (non-voting):

R. Baerwalde - absent

Proxies:

Melissa Benton for Steve Kohn
James Archibald for Gladys Arome
Peggy Moch for Jose Valez-Marulanda
John Dunn for Thomas Aiello
Sonya Sanderson for Matthew Grant
Said Fares for Ransom Gladwin
Kyong Im Park for Brad Finson
Emily Rogers for Deborah Hall
Diane Holliman for Catherine Schaeffer (after 4:00 pm)
Miryam Espinosa-Dulanto for Lai Orenduff
Ed Walker for David Kuhlmeier
Gina Doepker for Jessica Baxter
Ruth Renee Hannibal for Mary Gorham-Rowan
Aubrey Fowler for Nathan Moates

Visitors:

Amanda Usher – The Spectator

Brian C. Ring – Biology

Sharon Gravett – Academic Affairs

Tamera Dunn – Higher Ed Program

Katie Colip – Higher Ed Program

Matthew Lovelace – Higher Ed Program

Laurie Hagood – Higher Ed Program

Krishnendu Roy – Math & Computer Science

Sudip Chakraborty – Math & Computer Science

Angela Uyeno – Internal Audit

Scott Doner – University Police

Karin Murray – Art Department

Justin Smith – Higher Ed Program

Yvonne Landers – COSA

Kate Latevola – HESA

Mary Robison – HESA

Sean Wilkinson - HESA