



**VALDOSTA STATE UNIVERSITY**  
**FACULTY SENATE**  
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**Chairman**  
Ron Zaccari

**Vice Chairman**  
Louis Levy

**Executive Secretary**  
David Boyd

**Parliamentarian**  
Mike Meacham

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**AGENDA for the FACULTY SENATE meeting of May 15, 2003**

The Faculty Senate will meet on Thursday, May 15, 2003 in the Auditorium of **Powell Hall** at 3:30 p.m.

Items in **bold print** are items that require action by the Faculty Senate. Other items are for information only.

**Special Request:** Committee chairmen are expected to furnish concise written synopses of their reports to the Faculty Senate secretary, Melinda Cutchens, before leaving the meeting.

**1. Call to Order**

For the benefit of record keeping, senators and visitors will identify themselves when speaking to an issue during the meeting. All senators must initial the roster in order to be counted present.

**2. Approval of the [minutes of the April 17, 2003](#), meeting of the Faculty Senate.**

**3. New business**

- a. Report from the Academic Committee – Louis Levy
- b. Report from the Committee on Committees – Lyle Indergaard
- c. Report from the Institutional Planning Committee – Jerry Siegrist
- d. Report from the Faculty Affairs Committee -- Shirley Andrews
  - i. **Merit Pay recommendation** ([Attachment #1](#))
  - ii. PPO privacy issue ([Attachment #2](#))
- e. Report from the Faculty Grievance Committee – Carl Hand
- f. Report from the Senate Executive Secretary -- David Boyd
  - i. A request to investigate the deficit associated with VSU's participation in the NCAA Division II football playoffs has been remanded to the Athletic Committee.
  - ii. A faculty member has raised a concern regarding privacy in regards to the Federal HIPAA policy, which went into effect on April 14, 2003. This document was distributed to the campus by Filicia Hilson. The Faculty Affairs Committee has been asked to investigate this.
  - iii. A request from a faculty member to see why he must put additional retirement money into a Supplemental Retirement Account (SRA) instead of a Retirement Account

- (RA) has been sent to Jim Black's office for investigation.
- iv. The University is currently operating under an interim policy on the Human Care and Use of Laboratory Animals. We have asked the Faculty Development and Research Committee to work with Mary Watson's office in developing this policy for VSU.
  - v. Reports from Standing Committees
    - a. Faculty Development and Research – Allen Reddy
4. General Discussion
5. Adjournment

*Attachment # 1*

**Faculty Affairs Committee  
Merit Pay Issue Recommendation  
May 15, 2003**

In response to a Senator's request that criteria for merit pay be specifically addressed, the Faculty Affairs Committee, after extensive discussion, recommends that the paragraph below should be added to the Faculty Handbook. The Committee recommends that it be included in the section headed "**Evaluation Policies for Promotions, Salary Increases and Tenure**" (page 62) and be added as the last paragraph of the subsection, "**Salary Increases**", under this heading.

**"Department Heads and Deans of the Colleges are responsible to convey in writing the method of evaluation of the criteria for merit that are specified in the preceding paragraph which will be utilized in determining merit pay increases. Faculty should be apprised of their success in meeting these evaluative requirements throughout the year and as part of the annual evaluation for which merit will be determined.**

**If upon merit evaluation, the faculty member is not satisfied with the evaluation, the faculty member may appeal the decision through the normal appeal process for faculty."**

*Attachment 2*

**Faculty Affairs Committee  
PPO Issue Recommendation  
May 15, 2003**

The Faculty Affairs Committee recognizes the importance of keeping medical information in the strictest confidence. The committee believes that the Health Insurance Portability and Accountability Act of 1996 (HIPAA) far exceeds anything the committee could propose. Briefly, the act created new standards for data security, patient ID numbers and the privacy of all individually identifiable health information. The act applies to health plans, health care clearing houses and health care providers of all types.

Covered entities must also ensure business associates' HIPAA compliance. Covered entities must obtain patients' written permission to disclose protected health information. COMPLIANCE WITH HIPAA'S PROVISIONS BECAME MANDATORY ON APRIL 14, 2003.