

TWO YEAR CAMPUS FACULTY SENATE MEETING

USC-LANCASTER

Minutes: February 15, 1980

Call to Order and Correction and Approval of Minutes

Chairperson Beth Dunlap (Beaufort) called the meeting to order after which she asked for additions or corrections to the Minutes of the November 16, 1979, meeting. Professor Jimmie Nunnery (Lancaster) noted two corrections: Page 3, Rights and Responsibilities Committee report, 1), line eight, delete "tabled"; Page 6, Academic Affairs-Faculty Liaison Committee, last paragraph of report, delete "Academic Advisory-".

Introduction of Speaker

Chairperson Dunlap introduced the guest speaker, Mr. David P. Rinker, Vice President for Facilities Planning, who spoke on the importance of proper planning in relation to the development of campus physical facilities. He stated that facilities planning supports academic planning. Also, that it must be considered a long range process and that planning for fall, 1985, should begin now if all things related to and affected by the proposals are to be properly considered. In response to questions, Mr. Rinker noted the lengthy planning timetable was necessitated by the numerous regulatory agencies involved, appropriations uncertainty and the separation of architectural and engineering monies and construction funds. He also emphasized the need for master planning and the provision for periodic review and updating of information.

Comments by University Officials

Vice President John Duffy reported on several items of interest:

- 1) 1980-81 budget. Vice President Duffy stated that the University requested one hundred nine (109) million dollars, twenty-one million more than 1979-80, and including eight million in salary adjustments. The state Budget and Con-

trol Board has recommended funding appropriations of ninety-four million and the Commission on Higher Education one hundred seven million. The House version of the budget was also conservative in regard to the University's request with the result that USC is currently underfunded by approximately thirteen million dollars. Dr. Duffy also noted that the Two Year Campus appropriation is only ten thousand dollars short of requested funding. He stressed, however, that an underfunded university would have a detrimental effect on the entire system. He also observed that even though President Holderman has increased the University's appropriation by an enviable 40% during his tenure, inflation has negated most of the benefits of that increase. He stated that the University will make a determined effort to be fully funded and asked for Senate support in this endeavor. Vice President Duffy also stated that salary increases, at this point in time, will average 10%. He also urged Senate support of the University's supplemental appropriations request for library and computer additions.

- 2) Tenure and Promotion. Vice President Duffy commended the Two Year Campus Tenure and Promotion Committee for its work this year and noted that the decisions rendered were both wise and timely.
- 3) System Self-Study. Dr. Duffy emphasized the benefits of the self-study process being undertaken by individual campuses and observed that this undertaking was a positive endeavor and essential to the planning process. He noted that the system will undertake an overall evaluation incorporating individual campus self studies.

Associate Vice President Robert Alexander provided an update on the Educational Referral Services Program. He stated that a committee composed of two and four year campus members continues to work on this project, and he noted that a recent beneficial result of the University's work in this area would be the probable establishment of a community placement service center at Union. He anticipated further developments of this nature.

Dr. David Bowden, Director of the Center for Telecommunications Instruction, noted that recent technological innovations will enable an educational network utilizing satellite relay communication to be operational in the near future in South Carolina, and that educational programs are presently being developed for this system. He stated that

this development may have a considerable impact on the existing telecommunications educational system within the state, and noted that the University is carefully studying this project. He also informed the Senate that approximately 950 individuals are enrolled in programs administered by his office.

Dr. Richard Kemper, Director of Graduate Regional Studies, informed the Senate of the selection of a new Dean for the College of Education, Dr. James Mulhern. He noted that Dean Mulhern is very interested in the Graduate Regional Studies concept and envisions the program as providing educational assistance to both graduate students and school districts.

Reports from Standing Committees

Rights and Responsibilities. Chairman Jimmy Nunnery (Lancaster) presented for discussion the Grievance Proposal developed by his committee in response to a charge made during the November Senate meeting (see Minutes, November 16, 1979, page 4). He noted that Senators and campus Deans had received copies of the preliminary draft, but that some further revision was necessitated by University Legal Affairs Office and administrative comments and suggestions made during the review and evaluation process. Professor Nunnery then compared the two proposals, noted each revision and provided an explanation for each modification made by the committee. The majority of the changes involved word substitution or grammatical alterations which further clarified the procedure or made it compatible with current legal doctrine. One substantive change involved the addition of a stipulation for safeguarding confidential data (page 4, II, 1). During the course of the discussion questions were asked and comments made in regard to the committee's proposal. Professor Robert Castleberry (Sumter) questioned the use of "require" rather than "request" in II A, (page 2). After some discussion it was decided not to alter the recommended wording. Professor John Samaras (Lancaster) presented a motion to clarify the wording of Paragraph II E (page 3), specifically to change "...will have three working days to comply", to "...shall comply with the requests within three working days". The motion was approved. David Staggs (Sumter) moved that in Paragraph III E, (page 3) remove "...participating in the grievance hearing", and substitute "...serving as a member of the grievance committee". The motion was approved. Professor Jerry Dockery noted that a typographical error had inadvertently altered the intent of the channelling procedures in Paragraph IV (page 4). It was decided to add the following to line five: "the Grievant has five working days in which to appeal that decision...."

Also, the last sentence of Paragraph IV, was deleted. Professor Castleberry emphasized the aspect of confidentiality and questioned whether the proposed guidelines sufficiently addressed this subject. After some discussion, it was decided to make no further changes in the proposed document.

Following discussion of the Grievance Proposal, Professor Nunnery presented Motion #1 of his committee: "That the recommended Grievance Procedure, as prepared by the committee be approved". The motion was approved. (Accepted Grievance Procedure attached to Minutes as Appendix I.)

Professor Nunnery then presented Motion #2 of this committee: "That the Rights and Responsibilities Committee shall constitute the Grievance Committee for the Two Year Campus System". The rationale for the motion was that this committee is required to have representation from all campuses and because the scope of the committee's deliberations would make it the logical body to serve in this capacity. Professor Castleberry (Sumter) noted the increased importance of the campus representative on this committee and questioned whether the present method of selection was adequate. After some discussion it was decided that this was a local faculty organization matter. Professor Nunnery's motion was then voted on and approved.

Chairperson Dunlap noted that the acceptance of motion #2 by the Senate supersedes pages 14-15 of the Two Year Campus Faculty Manual in regard the provision listing the Executive Committee as also being the Grievance Committee.

Financial Concerns. Acting Chairperson Helen Parrish (Union) presented two motions:

- 1) Motion #1: "that notification of the final decision for appointment to the Faculty Exchange Program be made by February 1, and that the Chairperson of the Two Year Campus Faculty Senate notify the proper authorities" (of Senate approval of this motion). The motion was approved.
- 2) Motion #2: "that the Two Year Campus Faculty Senate go on record as recommending that the reimbursement for mileage be raised from eighteen cents (\$.18) to twenty cents (\$.20) per mile". The motion was approved.

Intra-University Services and Communications. Acting Chairperson Sherre Dryden (Salkehatchie) noted that the committee again discussed

the proposal for a Two Year Campus Intramural Day to involve both faculty and students. The Committee recommended the institution of this proposal and asked for Senate support in this matter. Professor Dryden offered the planning services and physical facilities of the Salkehatchie campus for such a program.

Executive Committee. Chairperson Dunlap reported that the Executive Committee will meet March 14, 1980, and that the Senate will meet in Beaufort April 11. She also stated that the Executive Committee will act as the Nominating Committee and will develop a list of nominees at the March 14 meeting which will be presented at the April 11 convocation.

Reports From Special Committees.

Library Committee. Representative Tandy Willis (Union) was not present and no report was made.

Curricula and New Courses Committee. Acting Representative John Stine (Military) reported that the committee has studied the proposed extensive revision of the Computer Science curriculum but has taken no action on the proposal. He stated that copies of the proposal have been given to the Intra-University Services and Communications Committee to be distributed to campus faculty members.

Faculty Welfare Committee. Representative Jerry Dockery (Military) reported that at the December 12, 1979, meeting the committee discussed and took action on several issues: Approved the establishment of multi-year part-time contracts with tenured faculty who have retired; recommended that the Provost review the Columbia Campus salary structure with regard to achieving equity and also prepare guidelines for the personal use of university resources; supported the procedure for faculty performance review; agreed to investigate the system by which interest is computed in the Retirement System; and agreed to distribute to the faculty information concerning the Vanguard Group tax deferred investment. Professor Dockery noted that he has been asked by the committee to investigate several issues: Free tuition for faculty dependents; separate tenure and promotion guidelines for administrators; and a review of the time period for tenure. (Note: Committee information report concerning tax sheltered annuity distribution is included as Appendix II.)

Academic Affairs - Faculty Liaison Committee. Representative

Jimmie Nunnery (Lancaster) reported that at the December 3, 1979, meeting the committee discussed an appeal by an Engineering student who did not meet G.P.R. graduation requirements. The committee reached no decision and requested that the Provost arrange a solution acceptable to all parties. Also, the committee heard the grievance of a faculty member not awarded tenure and not notified of termination according to existing guidelines. The committee agreed that the faculty member was in fact de facto tenured along with several other faculty members in similar situations. The committee also discussed the University's response to the Commission on Higher Education's Master Plan.

At the February 1, 1980, meeting the committee approved the proposal of the College of General Studies for a baccalaureate degree program in Hotel, Restaurant and Tourism Administration and the proposal for a cooperative baccalaureate program in Industrial Education between Coastal Carolina and Horry-Georgetown TEC, and forwarded both to the Board of Trustees. The committee also received a report from the Provost in regard to the Faculty Exchange Program. It was the opinion of the committee that this program was an asset to the University and should be continued with the hope that there would be greater faculty participation in the future.

Academic Forward Planning Committee. Representative John Samaras (Lancaster) attended three meetings of the committee: The November 30, 1979, meeting approved the Industrial Education Degree Program noted above and heard Professor Charles Weasner of the Department of Government and International Studies discuss the proposed grievance procedure; the December 14, 1979, meeting elected a chairman (John M. Dean - Marine Science) and a vice-chairman (Bill Pirkle - Aiken) and discussed the qualitative and quantitative aspects of university planning, growth patterns and optimum size for the University; and the January 18, 1980, meeting discussed a College of General Studies proposal for a Child and Family Center, continued the growth study noted above and discussed the procedure for the annual evaluation of unclassified personnel.

Systems Committee. Representative Beth Dunlap (Beaufort) reported that the committee is continuing to revise the University Policies and Procedures Manual. Also, the possibility of federal grants for energy audits has been taken under study as well as the proposed grievance procedure as it pertains to the President and Board of Trustees Committee levels.

Unfinished Business.

None

New Business.

None

Announcements.

None

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

Respectfully submitted,

Beth Thomas
Recording Secretary

Jim Otten
Secretary

RECOMMENDED GRIEVANCE PROCEDURE

2-YEAR CAMPUS SYSTEM

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

Purpose of the Grievance Committee

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

Grievable Matters

A grievance may be lodged on, but is not limited to, matters concerning tenure, promotion, dismissal, teaching loads, teaching schedules and/or any other form of discrimination or unfair treatment.

I. Procedures for Filing a Grievance

- A. Once a Grievant has exhausted all grievance procedures at the local level (assuming that the grievance is of such nature to be heard at the local level) and still has not received what the Grievant considers a just decision, the Grievant may then appeal his/her case to the Grievance Committee at the Two-Year Faculty Senate.*

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

- B. The Grievant must initiate grievance proceedings by notifying the Chairman of the Grievance Committee, in writing, that the Grievant requests a hearing.
- C. The Grievant's letter to the Chairman of the Grievance Committee must be filed within ten working days of the notification to the grievant of actions which he is grieving.
- D. The Grievant's letter to the Chairman of the Grievance Committee must be accompanied by all pertinent data available to the grievant.
- E. The Grievant should advise the Chairman of the Grievance Committee of all data pertinent to the case to which the Grievant does not have access.

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

- A. The Chairman of the Grievance Committee of the Two-Year Faculty Senate is authorized to require any and all persons (including committees) employed by the University of South Carolina, whether direct parties to a particular grievance or not, to submit to the Chairman of the Grievance Committee, at a time and date specified by the Chairman of the Grievance Committee, any and all data that is, or might be, pertinent to a particular grievance.
- B. Within ten working days of receipt of a request for a grievance hearing, the Chairman of the Grievance Committee will notify all parties to the grievance, in writing (1) that a grievance has been filed, and (2) the date, time, and place of the grievance hearing.
- C. Within ten working days of receipt of a request for a grievance hearing, the Chairman of the Grievance Committee will request, in writing, that the person or persons (including committees)

against whom the grievance is being brought submit to the Chairman of the Grievance Committee any and all data that is, or might be, pertinent to the grievance under consideration.

- D. Within ten working days of receipt of a request for a grievance hearing, the Chairman of the Grievance Committee will request, in writing, that parties (including committees) not named in the grievance submit to the Chairman of the Grievance Committee any and all data that is, or might be, pertinent to the grievance under consideration.
- E. Recipients of the above requests for pertinent data shall comply with the request within three working days.
- F. If the Grievant has pursued grievance procedures on his/her local campus, it is the responsibility of the Chairman of the Grievance Committee to request, in writing, that the Dean of the local campus submit to the Chairman of the Grievance Committee (1) a written summary of the proceedings of the local grievance committee that pertain to the Grievant, and (2) a written rationale for all decisions reached by the local grievance committee that pertain to the Grievant.
- G. The Dean of the local campus must comply with the Chairman's request for the above data within three working days.
- H. The Chairman of the Grievance Committee will forward copies of all documents and data to the members of the Grievance Committee, and inform them, in writing, of the date, time and place of the grievance hearing.

- I. Should the Grievant so request, and providing that his/her request is filed at least three working days prior to the grievance hearing, the Chairman of the Grievance Committee will make available to the Grievant all data and documents pertinent to his/her case. In the case of material classified as confidential, a detailed summary of these documents will be prepared by the grievance committee and provided to the grievant.

III. Conduct of the Grievance Hearing

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

- G. Within five working days following the conclusion of the grievance hearing, the Chairman of the Grievance Committee will notify all parties to the grievance, in writing, of the Grievance Committee's final recommendations and a rationale for those recommendations.
- H. The recommendations of the Grievance Committee shall take precedence over all previously rendered decisions and all previous actions concerning the grievance.

IV. Channeling From Committee

Recommendations of the Grievance Committee shall be forwarded through the office of the Vice President for Two Year Campuses to the President. The President will notify the grievant of his decision within 10 working days. If the grievant does not accept the decision of the President, the Grievant has five working days in which to appeal that decision to the Academic Affairs Committee of the Board of Trustees, which in consultation with the Faculty Liaison Committee will take final action.



UNIVERSITY OF SOUTH CAROLINA

COLUMBIA, S. C. 29208

Office of the Vice President
for Two-Year Campuses
and Continuing Education

1. The Regional Campus Faculty Senate has gone on record as opposing any move to discontinue the policy enabling University faculty and staff members to take courses on the University Campuses for a ten-dollar fee per course.
2. The Regional Campus Faculty Senate publicly endorses all existing faculty development programs and encourages the development of additional programs.
3. The Regional Campus Faculty Senate endorses any efforts on the part of the University to secure insurance to protect faculty against losses such as those that occurred in the Barnwell fire.



UNIVERSITY OF SOUTH CAROLINA

COLUMBIA, S. C. 29208

SCHOOL OF LAW

MEMORANDUM

TO: The University Faculty
FROM: Faculty Welfare Committee
RE: Tax Deferred Retirement Plans
DATE: February 15, 1980

The purpose of this memorandum is to inform University Faculty of the availability of investment in voluntary retirement benefit plans through payroll deduction. The Committee also wishes to call attention to the possibility of investment in mutual funds through payroll deduction.

The payroll deduction system at the University allows faculty to invest dollars from University salary directly in a registered retirement plan without paying federal or state tax on the salary dollars invested. Savings are thus with pre-tax dollars. Your contributions to the State Retirement System are made with after-tax dollars. An employee who invests in a registered retirement benefit program will report salary invested as taxable income only at such time as the money is actually received by the employee. Meantime, the employee pays no tax on the money invested, or on interest or dividends earned on the money invested. The maximum amount of University salary an employee can save through tax deferred plans is limited by the Internal Revenue Code.

From time to time reports analyzing certain tax deferred retirement programs offered to University Faculty have been prepared here and elsewhere. Copies of the following reports are available from the USC Faculty Senate Office:

1. Report on Tax Sheltered Annuities to the Faculty and Staff of the University of South Carolina (1976).
2. Tax Sheltered Annuities, An Analysis by the Welfare Committee of the Faculty Senate of Clemson University (1976 Revision).

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A more recent report entitled Tax Sheltered Annuities: A Comparative Analysis published in 1979 by the Georgia Conference of the AAUP, is available for inspection in the Faculty Senate office. You may order a personal copy for \$3.00 by writing:

Executive Secretary
Georgia Conference of the AAUP
2720 Memorial Drive, S.E.
Atlanta, Georgia 30317

Two mutual fund investment opportunities have become available to University Faculty in the last year. Neither is discussed or analyzed in the above-mentioned reports. The first investment vehicle is Templeton World Fund, a mutual fund that seeks long term capital growth primarily through investments in common stocks. As of October 31, 1978, the total net assets of Templeton World Fund were approximately \$31 million. The second means of mutual fund investment is through investment in the Vanguard Group of mutual funds. The combined assets of the mutual funds in the Vanguard Group are over \$2 billion.

The payroll deduction system operates the same way for Templeton World Fund or a Vanguard fund that it does for contributions to VALIC, TIAA-CREF and other tax deferred investment media registered with the payroll office. Thus, the dollars that are invested in Templeton World Fund or with Vanguard, are deducted from the employee's pay and are not reported as income on the employee's state or federal income tax returns. The contributions to registered programs do not have any effect on your social security or State Retirement System contributions or benefits.

Templeton World Fund is a "load" mutual fund, meaning that there is a sales charge to pay if you invest. The sales charge for investments up to \$10,000 is 8.5% of the offering price of the shares purchased, with cumulative quantity discounts applying to purchases of greater amounts. Thus, if you invest \$1000 in Templeton World Fund, your equity will be worth \$915 after the load is deducted.

A chief advantage of investment in a Vanguard fund is that there is no sales charge for investments. Vanguard funds

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are "no load" mutual funds. This means that for every \$1000 a participant contributes, the participant acquires immediately \$1000 worth of an undivided interest in securities held by the fund. Depending on the type of Vanguard fund, and there are several, these securities might be common stocks, commercial paper, bonds and debentures, or some mixture of securities. The management fees for the different mutual funds in the Vanguard Group are generally low in comparison with other mutual funds. Additionally, there is constant reporting of the status of the account, and there is no withdrawal charge for redemptions. Moreover, various Vanguard funds are paying their shareholders significantly high annual rates of return. For example, as of February 8, 1980, Westminster Fund (High Yield Portfolio) had a dividend yield of 12.55%. With monthly dividend reinvestment, the annual rate of return can be increased further. Note, however, that a drop in bond (or stock) prices may cause a drop in the value of securities held by a fund and result in a drop in fund share prices and a loss of principal to fund investors. An increase in the prices of portfolio securities would have the opposite effect.

As an additional caveat, it should be noted that there are limits on circumstances under which withdrawals from a Templeton World Fund or a Vanguard group fund retirement plan are permitted. In general, withdrawals are permitted only upon death, disability, attainment of age 59-1/2, separation of service from employer or financial hardship. According to the Vanguard plan:

"Financial Hardship shall mean, among other things, expenses resulting from (a) illness of the Employee or a member of his immediate family, (b) establishing or preserving the home in which the Employee resides or is to reside (c) providing schooling for the Employee's immediate family, or (d) meeting some other emergency in the Employee's financial affairs so as to alleviate or prevent undue hardship."

The Welfare Committee believes that the opportunity for investment through payroll deduction in a tax deferred retirement program registered with the University Payroll Office is a

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significant fringe benefit which should be considered by any faculty member who has money to save. Attention has been called to Templeton World Fund and the Vanguard Group of mutual funds because they have only recently been registered with the Payroll office. Consequently, their availability is not known to many faculty members. Additionally, the Welfare Committee believes it is appropriate to inform the Faculty that Vanguard is the only entity registered with the University that operates on a no sales charge, no withdrawal charge basis.

If you would like to find out more about retirement benefit opportunities with Templeton World Fund call Jean R. Ballentine at EF Hutton Company, Inc., 256-0100. For information about the mutual funds in the Vanguard Group call this toll-free number: (800) 523-1188 (Extension 348) and ask for information concerning Vanguard's 403(b)(7) retirement program. You are encouraged to compare the Templeton World Fund and the Vanguard programs with options offered by other registered companies such as TIAA-CREF and VALIC.

This announcement is for your information. As a matter of policy, the Faculty Welfare Committee does not give an endorsement to or make a recommendation of investment in Templeton World Fund, a Vanguard Group mutual fund, or any of the other sponsors of the tax deferred programs available to University Faculty. You are urged to consider carefully costs and services offered before you invest.

cc: Carey Huffman, Payroll Supervisor