

Minutes of  
THE FACULTY SENATE  
OF  
ARKANSAS TECH UNIVERSITY

The Faculty Senate met Tuesday, March 12, 2013, at 3:00 p.m. in Room 325 of the Ross Pendergraft Library and Technology Center. The following members were present:

Dr. Sherman Alexander	Dr. Robin Lasey
Dr. Carey Bosold	Dr. Eric Lovely
Dr. Molly Brant	Dr. Kevin Mason
Dr. Ernest Enchelmayer	Dr. Cathi McMahan
Dr. Marcel Finan	Dr. Michael Rogers
Mr. Ken Futterer	Ms. Annette Stuckey
Dr. Annette Holeyfield	Dr. Susan Underwood
Dr. Sean Huss	Dr. David Ward
Dr. Chris Kellner	Dr. Deborah Wilson

Mr. Neal Harrington and Dr. Johnette Moody were absent. Dr. Carl Greco attended as a visitor.

CALL TO ORDER	President Futterer called the meeting to order and asked for a motion to approve the minutes of the February 12, 2013, meeting.
APPROVAL OF MINUTES	Motion by Dr. Underwood, seconded by Dr. Kellner, to approve the minutes as distributed. Motion carried.
NEW BUSINESS: NOISE LEVEL ISSUE	Dr. Bosold reported she had corresponded with Ms. Aubrey Holt in Student Services regarding the noise level issue near the Hindsman Bell Tower. Dr. Bosold was informed by Ms. Holt through email that because this area is a designated free speech area, she could not deny students access. President Futterer stated he had spoken with Ms. Susie Nicholson, Vice President for Student Services and University Relations, and she indicated the events in area should not cause a noise issue and that any form of amplified speech was prohibited. He suggested to Dr. Bosold that she contact Ms. Nicholson prior to exam days to ensure noise is not an issue.
OFFICE HOURS/ INSTRUCTOR AVAILABILITY	<p>President Futterer asked for a report. Dr. Bosold stated her department was in favor of decreasing or eliminating the required amount of office hours. Dr. Ward reported the faculty he spoke with felt the requirement of ten office hours was excessive when compared to their previous institutions. Dr. Underwood mentioned the faculty in her department were present more than ten hours per week and therefore had no issue with meeting the requirement.</p> <p>Dr. Rogers distributed a handout which listed the office hour requirement for various universities, both local and nationwide, and also detailed, when present, any written policy for each university (Attachment A). Dr. Rogers reported more than one faculty member found difficulty in building a schedule to include ten office hours. Dr. Lasey questioned whether faculty were being penalized if they scheduled less than the ten required hours, and, if it is not being enforced, whether there would still be an issue to address. Ms. Stuckey stated she understood the importance to students for faculty to be available, especially in an advising role. Dr. Enchelmayer mentioned, with the influx of online courses, instructors could be expending hours unaccounted for in their teaching load or office hours schedule. He noted, for eTech courses, the expectation is for instructors to respond to emails within 24</p>

hours, which requires weekend availability. Ms. Stuckey suggested the university may have outgrown the guidelines set in the past due to increased enrollment.

Motion by President Futterer, seconded by Dr. Huss, to establish a subcommittee to review the university's policy on required office hours. Motion carried.

Established subcommittee consists of Dr. Rogers, Dr. Finan, Dr. Bosold, and Dr. Enchelmayer.

#### CAMPUS EMERGENCY PROCEDURES

President Futterer reported he had spoken with Ms. Nicholson regarding campus emergency procedures. He stated Ms. Nicholson was currently working on a simplified plan for a number of campus emergencies and also on the notification method. Dr. Huss informed the Senate that Chief Joshua McMillian, Director of Public Safety, has guidelines for emergency procedures, indicating what action to take in each scenario which can be presented as a slideshow. President Futterer stated he would extend an invitation to Chief McMillian to present the guidelines to the Senate.

#### SPRING ELECTION DATES

President Futterer proposed to hold the online spring faculty elections beginning Monday, April 8 and allow one week for faculty to respond.

Motion by President Futterer, seconded by Dr. Enchelmayer, to hold the online spring faculty elections beginning Monday, April 8 until Monday, April 15. Motion carried.\*

*\*Please see section on promotion and tenure issues/faculty handbook revisions for further discussion resulting in an amendment to this motion.*

#### OLD BUSINESS: REPORT ON RETIREMENT FUNDS

Discussion centered on whether the Senate should further pursue this issue given the current political atmosphere and potential budget reductions mentioned by Dr. Brown at a luncheon earlier in the day. Further discussion revealed no strong constituency for this action within the Senate.

Motion by Dr. Lasey, seconded by Dr. Mason, to cease action on the issue of the faculty's ability to borrow funds against their TIAA-CREF retirement accounts and remove it from the agenda. Motion carried.

#### REPORT ON FACULTY HIRING PRACTICES AND REVIEW OF INTERNATIONAL FACULTY STATUS

Dr. Huss reported the survey was distributed to the faculty but was receiving a low response rate. He mentioned some faculty replied to his email, expressing concern about the survey's confidentiality. Dr. Huss asked the senators to communicate with their departments that the responses were housed in QuestionPro and were only accessible by him.

President Futterer stated Ms. Jennifer Fleming, Affirmative Action Coordinator, was unavailable to attend the Senate meeting, but provided the federal guidelines on pre-employment inquiries and citizenship. The guidelines specified the legality of certain questions, such as it being illegal to ask an applicant's country of origin, but it is legal to ask if a candidate is a U.S. citizen and if eligibility to work can be provided. Dr. Finan reminded senators that many international applicants would be eligible to work for one year, but would require sponsorship to retain a legal working status. Dr. Lovely stated the current policy to not sponsor international faculty is detrimental to the university, both when hired faculty are ineligible to stay beyond a one year contract or when qualified applicants who require sponsorship lose interest in applying to this university.

Motion by Dr. Lovely, seconded by Dr. Ward, to recommend the university consider another method of supporting newly hired international faculty and assisting with the H-1B process.

Discussion following the motion centered on what recommendation the Senate should make, and Dr. Rogers requested a period to discuss the matter without record.

Motion by Dr. Huss, seconded by Dr. Rogers, to table the current motion in order to enter executive session. Motion carried.

President Futterer returned the Senate to regular session.

Motion by Dr. Lovely, seconded by Dr. Ward, to recommend the Arkansas Tech University administration investigate other models for assisting international faculty to obtain an H-1B visa, as the current policy in hiring international faculty diminishes the university's ability to function at the fullest potential of academic excellence. Motion carried unanimously.

#### REPORT BY SUBCOMMITTEE REVIEWING PROMOTION AND TENURE ISSUES / FACULTY HANDBOOK REVISIONS

President Futterer asked for a report. Dr. Lasey reminded the senators of the history of the promotion and tenure issue, stating some years prior, a subcommittee revised the promotion and tenure section of the Faculty Handbook to include a formal third year review, which was voted on and passed in the Senate, but was not approved through Academic Affairs. Dr. Lasey reported Dr. Watson is now willing to revisit the issue, which would require the standing subcommittee to resubmit the request through the Senate and then, if passed, on to Academic Affairs.

Dr. Lovely stated he was unable to find a formal procedure for revisions made to the Faculty Handbook. He proposed that a formal procedure be added and include a review by the Faculty Senate for comment before going before the Board of Trustees for approval. President Futterer advised this would require the Senate to write an article within their constitution and asked this subcommittee to compose a proposed bylaw to become an official amendment in the handbook. Dr. Underwood suggested the online spring faculty elections be held the following week to allow the Senate to vote on this proposal at the upcoming meeting on April 9.

Motion by Dr. Lovely, seconded by Dr. Huss, to amend the constitution to require Faculty Handbook revisions to first move through the Faculty Senate. Motion carried.

President Futterer asked for a motion to revise the faculty election dates to allow adequate time for the Faculty Senate to vote on the constitution amendment.

Motion by Dr. Rogers, seconded by Dr. Holeyfield, to amend the dates for the online spring faculty elections to Monday, April 15 through Monday, April 22. Motion carried.

#### REPORT BY SUBCOMMITTEE ON FACULTY SENATE MEMBERSHIP

Discussion on Faculty Senate membership was postponed until after the results of the faculty elections are received.

#### WIRELESS INTERNET IN RESIDENCE HALLS

President Futterer reported he had spoken with Ms. Nicholson regarding the availability of wireless internet in the individual rooms of the residence halls, and she confirmed this was the most frequent complaint received in regard to student housing. He stated while wireless internet is available in all common areas of residence halls, due to many older buildings having thick concrete walls, it would be very expensive to provide wireless to each room.

#### AGE REQUIREMENT TO RESIDE ON CAMPUS

President Futterer reported he had spoken with Mr. Thomas Pennington, Associate Vice President and Counsel to the President, regarding the age requirement and was informed that because students under age 18 are minors, the university would be considered *in loco parentis*, and therefore have a higher level of responsibility and liability for those students. President Futterer stated that Mr. Pennington expressed the opinion that the university was not currently interested in pursuing a change in this policy.

POLICY ON  
OBTAINING  
VISITOR PARKING  
HANGTAGS

Dr. Bosold provided an email correspondence between herself and Chief McMillian regarding visitor parking hangtags (Attachment B) that detailed the current procedure for obtaining a hangtag.

REPORT BY  
SUBCOMMITTEE  
REVIEWING  
ACADEMIC  
DISHONESTY

President Futterer reported, in light of earlier comments from Dr. Brown at the luncheon, the academic honor code should be pursued by the Senate. He suggested the best course of action would be to incorporate the development of an honor code into the upcoming strategic planning initiative. President Futterer also reported he had spoken with Mr. Pennington regarding the possibility of assigning the grade of “XF” to students who failed a course due to academic dishonesty, and Mr. Pennington did not foresee a legal issue with that as a policy.

Dr. Kellner informed senators of policies that other universities around the country currently implement. He stated many institutions rely heavily on a student judiciary board, and in some cases, these boards are feared by the general student population. Dr. Kellner suggested that many times students are more aware of cheating within the classroom than the instructor, and when a culture of academic honesty is established on campus, students have more confidence in turning in fellow students.

President Futterer asked the subcommittee to remain active in order to provide input during the strategic planning process in the fall.

OPEN FORUM

President Futterer thanked Ms. Pat Chronister and Ms. Karen Riddell in Academic Affairs for updating the Faculty Handbook website, which answered many of the needs brought forth by the Senate. Dr. Lovely seconded this sentiment.

Dr. Lovely asked if it would be possible within ClassClimate to indicate the course GPA distribution on the course evaluations, in order to more easily become aware of grade inflation issues. Ms. Chronister stated she was unsure of this capability, but would ask Mr. Wyatt Watson, Director of Institutional Research and Assessment. Dr. Underwood mentioned the course GPA distribution should be included in the faculty member’s portfolio. Dr. Rogers clarified the inclusion is recommended, but not required. Dr. Underwood expressed concern regarding the parameters for determining grade inflation, mentioning graduate courses would likely have a higher distribution as graduate students have been screened prior to being accepted to the program. Dr. Lovely asked this issue be added as an agenda item for further discussion.

Dr. Lovely stated he has been approached in two separate instances by students who had earned over 120 hours and were presented with an option to receive a Professional Studies degree, with an emphasis in Public Relations, then return to complete their chosen major. He reported these students had participated in the commencement ceremony to receive the Professional Studies degree, and when they attempted to return to complete their declared major, they were ineligible for financial aid as they had already received a four-year degree. Dr. Lovely said one of these students has since withdrawn from classes and the other student has taken out loans. He asked the Faculty Senate to investigate this issue further. President Futterer stated he had been involved with some students with over 140 earned hours and no prospective degree in the foreseeable future, and as the advisor, he had presented the option to the student. Dr. Lovely stated the students claimed to have received a phone call from Professional Studies that seemed like a sales pitch and they were told it would not affect their ability to return to finish the original major. Ms. Stuckey responded her experience as a faculty member in Professional Studies is the students who are called have typically earned 125 hours or more and the students are emailed an informational sheet that clearly states to contact Financial Aid to see how this could affect them. Ms. Stuckey stated she was unaware of any instance in which her department has advised a student he or she would not be affected by this option. Dr. Lovely asked if there is any effort to

communicate this through the student's academic advisor. Ms. Stuckey replied the original advisor is contacted when the student changes majors to Professional Studies. Dr. Rogers asked when the student is directed to Financial Aid, if they are informed this decision could affect the eligibility for further aid. Ms. Stuckey stated they are informed they should contact Financial Aid immediately and offered to provide the email sent to students. Dr. Lovely requested a copy of the email in order to demonstrate to the students they were informed.

Dr. Enchelmayer suggested the current "Faculty/Staff Aid for On-Campus Study" policy in the Faculty Handbook, which provides an age limit of 23 and a credit hour limit of three per semester for full waiver, could be outdated and may warrant review. He also mentioned the term "on-campus study" could itself be outdated with the addition of eTech. President Futterer agreed to add the review of faculty/staff dependent financial assistance for campus study to New Business.

#### ADJOURNMENT

The meeting adjourned at 4:55 p.m.

Respectfully submitted,



Ken Futterer, M.M., President



Sean Huss, Ph.D., Secretary

## Attachment A

Table 1: Office Hours by University

University of Arkansas Arkansas State University of Central Arkansas Hendrix Henderson State	Unspecified or left open to Department, Dean, Professor
Florida State University BYU The College of New Jersey San Jose State University	Minimum 2 hours
CSU- East Bay University of Wyoming college of Arts and Sciences	Minimum 3 hours
Texas State University	Minimum 5 hours
Arkansas Tech University University of Montevallo (Alabama)	Minimum 10 hours
Baylor University	Approx. 12 hours
Middle Tennessee State University	Minimum 30 hours on-campus activity

### Arkansas Schools

#### **Arkansas Tech University**

##### **OFFICE HOURS AND ACADEMIC ADVISING**

Each faculty member is expected to schedule adequate and regular office hours (i.e. minimum of ten hours per week) for consultation with students and colleagues. The total and spacing of these office hours should be planned to permit adequate student contact. This schedule should be posted and adhered to. Faculty members who expect to be away from the campus during scheduled office hours should notify their Department Head and should post a notice showing the approximate time of return. Ordinarily, the Department Head should be apprised of where the faculty member could be reached.

(<http://www.atu.edu/academics/docs/2012facultyhandbookrevised.pdf>)

#### **University of Arkansas Fayetteville**

##### **Office Hours**

Faculty members are expected to keep regularly-scheduled office (or laboratory) hours each week during which time students may confer with them. The number of hours scheduled should reflect the teaching load and class enrollment of the faculty member. Office hours should be flexible enough to provide reasonable access to students who may have class conflicts. For example, office hours scheduled only for M-W-F, 9:30 to 10:20 a.m. eliminates access for those students who have class during that hour.

<http://provost.uark.edu/91.php>

#### **Arkansas State**

##### **III.k. Office Hours**

Administrative offices are normally open from 8:00 a.m. to 5:00 p.m. Faculty members are responsible to their respective department chairs and deans for posting and keeping office hours for advising and assisting students.

(<http://www.astate.edu/dotAsset/8b420f7f-2d0e-4f47-a36a-214372edd33f.pdf>)

#### **UCA**

##### **Faculty Office Hours**

Faculty members should observe regular and appropriate office hours and should post a schedule of such hours on their office doors. What constitutes regular and appropriate office hours should be determined by faculty members in consultation with their department chairs. In the event a faculty member cannot keep posted office hours because of illness, meetings, or offcampus professional activities, courtesy would suggest that a notice be posted so that students may determine the earliest available time for consultation. It is especially important that office hours be maintained during critical times such as the advanced registration period and deadline dates for students to drop courses.

(<http://uca.edu/hr/documents/staffhb.pdf>)

#### **OBU**

##### **Office Hours**

Each faculty member shall establish and observe regular and adequate office hours. A schedule of office hours shall be announced to the students and shall be posted on the faculty member's office door. Both the department/divisional chairman and the dean shall be given copies of the faculty member's scheduled office hours at the beginning of each semester.

#### Hendrix

##### **Teaching**

The teaching and learning process lies at the center of the Hendrix College mission. Teaching is the primary responsibility of faculty members at Hendrix College. We expect one another to prepare diligently for classes; to conduct those classes with enthusiasm and skill; to post and keep regular office hours and encourage our students to consult with us outside of class; to be ready to supervise their independent studies, research projects, and internships; to advise and mentor students; and to serve as examples of persons committed to the pursuit and sharing of knowledge.

**Appropriateness and clarity of expectations:** In this area students should be asked whether the instructor tests and grades fairly and is prompt in returning exams and other class work. Opinion should also be solicited on the degree to which the faculty member criticizes and comments informatively on class work and publishes and keeps sufficient office hours. Clarity of course objectives and clear explanations of grading procedures should be inquired about, as should the amount of work required and the number of evaluations (exams, papers, or projects).

Faculty Handbook <http://www.hendrix.edu/facultyresources/>

#### Henderson State

##### **Office Hours**

Faculty members are expected to keep regularly scheduled office (or laboratory) hours each week during which time students may confer with them. The number of hours scheduled should reflect the teaching load, medium of instruction, and class enrollment of the individual faculty member, and shall be determined by each faculty member with the approval of his/her chair/immediate supervisor. Office hours should be flexible enough to provide reasonable access to students who may have class conflicts.

[www.hsu.edu/WorkArea/DownloadAsset.aspx?id=13885](http://www.hsu.edu/WorkArea/DownloadAsset.aspx?id=13885)

#### **Other Schools**

##### **Texas State University**

Faculty members are expected to keep regular office hours suitable to meet with, confer, and counsel with students. Office hours should be chosen for convenience of student visits and should be posted. Normally, it is expected that a minimum of five hours of office time per week should be kept on an announced schedule and that faculty should be available for student conferences at other times by appointment.

##### **Baylor University**



Pursuant to Baylor University Personnel Policy 701, full-time faculty members are expected to maintain approximately 12 regular office hours per week in order to be available to students for individual academic support and counseling and to provide office time for class preparation, grading, and completing reports which may be requested by various University offices.

Part-time faculty members are expected to maintain a number of office hours per week equivalent to the number of course hours of instruction for which they are responsible. Departments should provide adequate office space to allow part-time faculty to maintain the appropriate number of office hours.

### **University of Wyoming College of Arts and Sciences**

It is the goal of the College of Arts and Sciences to provide students with maximum direct access to all faculty. To achieve this goal, faculty are available for consultation during office hours or by appointment. Students may arrange appointments directly with faculty or through the departmental clerical staff. In addition, faculty will include office hours on each syllabus and hours will be posted on or about faculty office doors.

Although the great majority of faculty maintain far more, the minimum number of office hours shall be three hours a week, hours which must be spread across at least two days of the week. When a faculty member cannot meet regularly scheduled hours, the departmental secretary will be notified of when the announced schedule will be resumed.

### **Middle Tennessee State University**

#### **Faculty Office Hours and On-Campus Obligations (TBR 5:01:00:00)**

State personnel policy defines full-time employment as 37.5 hours per week. All full-time personnel including faculty shall be required to devote a minimum of 37.5 hours per week to the institution or school, and shall maintain appropriate office hours as determined by the President (or his or her designee). Calculation of the 37.5 hour week shall follow such guidelines as promulgated by the Chancellor. The MTSU policy that a faculty member must spend at least 30 hours per week engaged in on-campus activities is a long standing one. Such campus activities include classroom and laboratory teaching, office hours for students, advising, committee meetings, and other professional responsibilities. The remaining time in the work week is available for on or off-campus research and public service endeavors. Variations from this pattern should have the prior approval of the department chairperson in advance.

General office hours are from 8:00 a.m. to 4:30 p.m., except when office hours must be adjusted to meet the requirements of night, Saturday, summer, and off-campus class offerings.

### **University of Montevallo (Alabama)**

All full-time faculty members shall maintain a minimum of ten office hours a week in

addition to their regular teaching loads and other responsibilities. Part-time faculty members shall be accessible to their students before and/or after each class period and shall make themselves available by appointment.

Each academic term, all faculty members shall establish, publicize, and maintain scheduled office hours during which they are available to students for conferences and individual instruction. Faculty office hours shall be posted in a prominent and appropriate place with a copy to the department chair or dean.

### **CSU-East Bay**

#### **FACULTY OFFICE HOURS**

The faculty of the University must be available during regularly scheduled office hours which are at times other than scheduled classes. The times of the office hours are to be posted outside each faculty office, at the faculty member's department, on the department website, and on the faculty's member's course syllabi. The faculty member will inform the department of his/her office hours the first day of classes each quarter.

Full-time faculty members will maintain a minimum of three office hours per week and will also make provision for meeting with students by appointment at a mutually convenient time beyond the stated office hours. The full-time faculty member's office hours shall be held over at least two days and at least in half-hour blocks. Part-time faculty will maintain the equivalent of one office hour per week for each course of their teaching load.

Faculty teaching online must also hold office hours and may make alternative arrangements with the Department Chair to be available online or by telephone. Online faculty's office hours must include at least one hour of availability by telephone per week.

If, for any reason, a faculty member cannot meet the posted office hours, the faculty member will inform the Department Chair. If possible, the Department will note the absence on the faculty office door.

Normal office hours are to be maintained during the Final Examination period. If a final examination conflicts with a posted office hour, an alternative hour is to be posted for that week alone.

### **Florida State University**

Arts and Sciences policy on faculty office hours□ Each faculty member with an assignment of classroom instruction must schedule at least two hours per week of "regular office hours." The two hours (or more if one chooses) may be scheduled either as a single period or two one-hour periods (or longer if one offers more than two hours weekly). The minimum period for any scheduled "office hour" must be one hour (as opposed, say, to four 30-minute periods). The faculty member is expected to honor the schedule that he or she posts; when he or she cannot do so, he or she should post a "make up" office hour for that week or make other arrangements for students who wish to visit. The posted office hours must be during normal hours of general operation, no earlier than 8 a.m. and no later than 5 p.m. Each faculty member is expected to accommodate, with

individual appointments, students who have a legitimate conflict with the posted office hours.

## **BYU**

### **Faculty Office Hours**

Faculty who are teaching classes are expected to provide students with reasonable campus access for in-person consultation. Faculty should post and maintain office hours. Two hours a week is a minimum guideline. On-line contact does not eliminate the requirement for faculty to be available to students in person. Faculty office hours cannot be delegated to TAs or walk-in labs nor can they be held during forums and devotionals.

## **The College of New Jersey**

### **Office Hours-Faculty**

According to the TCNJ Reappointment and Promotions document, faculty should aspire to offer high caliber, effective teaching characterized by “thoughtful mentorship and advising that contribute to students' cultural, social, and intellectual lives;” (p. 4). In order to meet this goal and consistent with the College's core belief that “The College's faculty and staff take pride in offering a personal educational experience to every undergraduate and graduate student” all faculty must be accessible to students in a variety of ways.

Acknowledging the teacher-scholar model and the character of our campus as a primarily undergraduate and residential college, all faculty, regardless of type of appointment, must provide opportunities to students for in-person meetings. with them as one mode of accessibility.

Faculty meet expectations for accessibility to students when they are:

- **Flexible:** Faculty members are expected to be flexible in terms of the modes by which students gain access to them; those modes include but are not limited to electronic communications (e.g., email, phone, instant messaging, message boards), office hours, and on-campus appointments.
- **Available for in-person meetings:** Whenever a concern, issue, question, or student need cannot be easily addressed by electronic communications, faculty should have face-to-face meetings with students. To encourage face-to-face meetings, all full-time and part-time faculty members are required to hold office hours each week. Full-time faculty members must hold office hours for a minimum of 160 minutes (the equivalent of two 80-minute course meetings) each week. For part-time faculty members (i.e., those with fractional appointments), the minimum number of office hours is determined by the fraction of the appointment (e.g., a faculty member with a 5/8 appointment, the minimum expectation is 5/8 of 160 minutes or 100 minutes of office hours weekly). The timing and spacing of the office hours is determined by the faculty member. □ Adjunct faculty are not required to hold regularly scheduled office hours but are expected to be available to meet students outside of scheduled class time as necessary.
- **Responsive:** Faculty are expected to respond to student concerns, issues, questions, or

## Attachment B

**Carey Bosold**

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**From:** Joshua Mcmillian  
**Sent:** Wednesday, February 27, 2013 11:03 AM  
**To:** Carey Bosold  
**Cc:** Susie Nicholson  
**Subject:** RE: Parking

Ms. Bosold –

We have not provided a stack of visitor parking passes for some time now. The reason we discontinued the practice is that we had several student workers “borrowing” the passes and using them around campus creating problems with parking. The model we follow for visitor parking is the following:

- 1) Send a representative from your department to our office prior to when the pass is needed.
- 2) We will issue a pass or multiple passes for the day you request.
- 3) Then your department can provide the pass to your guest speaker without causing any confusion of locations on campus.

We have also been doing the following concerning large groups. If you have a conference or vendor show then we are providing a pdf format document to email to attendees. This can be printed off and used the day of the event.

I hope this will fix any issue concerning the visitor passes we provide. If you have any other questions or concerns please contact me.

Thank you, Chief McMillian

**From:** Carey Bosold  
**Sent:** Tuesday, February 26, 2013 7:11 PM  
**To:** Joshua Mcmillian  
**Subject:** Re: Parking

Chief McMillian,

Thank you for your interest. My problem is not parking, it is obtaining guest passes for visitors to our campus. We have a course offered each semester that has a guest speaker on a regular basis. On average, 10-12 speakers per semester. The guest speakers are nurses who leave their place of employment to speak to our students for 45 min.

In the past, we received guest passes that we were able to give to the guest upon arrival so they could park at Dean Hall. Parking is already difficult around our building so we just hoped a red only spot was open. Now we have to provide directions to Public Safety (which is hard to explain to a guest) and then directions to Dean. This adds additional time the nurse is away from work.

Our problem is not limited to our guest speakers. We have representatives from every major hospital in the State (every semester) visit our campus for recruitment. Again, no guest pass. When I mentioned this in Faculty Senate I was quickly informed by other Senate members that their departments do not have a problem obtaining guest passes. Matter of fact, they have a stack. So I guess my question is who decides what departments get guest passes and why are we unable to get guest pass in our department. I think we should be welcoming to people who visit our campus.

Thank you for your attention to this matter.

Carey Bosold, DNP, FNP-BC, CNE

Sent from my iPhone

On Feb 26, 2013, at 4:51 PM, "Joshua Mcmillian" <[jmcmillian1@atu.edu](mailto:jmcmillian1@atu.edu)> wrote:

Ms. Bosold –

This is Josh McMillian the Chief of Public Safety on campus. I was informed that there were some issues concerning parking on campus. I would like to discuss any concerns on this matter whenever you are available. If you would prefer you can reply to this email and I can address any question you might have. I appreciate your concern and your interest in parking on campus and whatever we can do to assist let us know.

Thank you for your time,  
Chief McMillian