

## **Faculty Assembly Minutes**

April 20, 2023

The Faculty Assembly meeting of Bluefield State University was called to order by Chancellor Garry Moore at 3:11 p.m., in the Hebert Gallery of Othello-Jefferson Student Center. Google Meet links were provided for faculty members joining remotely.

### Voting Faculty Present

|                     |                  |                     |
|---------------------|------------------|---------------------|
| Abramson, S.        | Hicks, K.*       | Reese, B.*          |
| Arachchi, D.*       | Jamkhandi, S.    | Roberson, S.*       |
| Ayersman, A.*       | LaFone, T.       | Ronhovde, P.*       |
| Baldwin, E.*        | Lane, A.*        | Sargent-Martin, S.* |
| Banks, A.*          | Lilly, M.        | Sarver, K.*         |
| Belay, T.*          | Mateescu, V.*    | Schall, P.*         |
| Belcher/Winter, C.* | Matoushek, A.    | Sheffler, J.        |
| Botts, M.*          | Montague, R.*    | Stiltner, T.*       |
| Brooks, L.*         | Mullins, T.      | Taylor, P.*         |
| Chakrabarti, D.*    | Musick, S.*      | Thompson, J.*       |
| Cofer, Carol*       | Myers, A.*       | Walters, J.*        |
| Farmer, K.*         | Patel, A.        | Wood, J.            |
| Godfrey, V.         | Quesenberry, A.* | Yeager, J.*         |
| Haye, Melissa*      | Quesenberry, J.  | Young, T            |
| Haye, Michael*      | Rasnack, A.      |                     |

\* Denotes faculty members joining via Google Meet

### Non-Voting Faculty Present (non-voting faculty includes deans and directors)

Ferguson, T., Grogan, K., Lambert, A., Rhonemus, S.

### Meeting Guests

Bell, B., Benjamin, B., Blevins, R., Crews, L., Delorso, R., Moore, G.

#### **1. Call to Order**

- 3:11 p.m. by Chancellor Moore



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Chancellor Moore welcomed Faculty Assembly members who were present in person and also those joining via Google Meet. Chancellor Moore recognized President Capehart and welcomed him to the lectern for a special report.

### **President Capehart Special Report:**

President Robin Capehart took the lectern to present a matter that will be facing higher education institutions, including Bluefield State University, regarding the use of Artificial Intelligence (AI) and combatting academic fraud. The President requests a written message of interest be sent to [officeofthepresident@bluefieldstate.edu](mailto:officeofthepresident@bluefieldstate.edu) from any faculty member volunteers willing to establish a taskforce committee in order to provide methodologies to prevent and/or policies to counteract the use of AI.

### **2. Remarks regarding Faculty Assembly Officer Selection**

Justice Benjamin reviewed the bylaws of the Bluefield State University Faculty Assembly, outlining Article 4, Section 3 regarding a quorum. With twelve (12) joining in person and thirty-two (32) joining remotely, a quorum was established. Justice Benjamin advised the Faculty Assembly and Chancellor Moore that business could be conducted.

### **3. Nominations received for Chair of Faculty Assembly**

Chancellor Moore reviewed the bylaws of the Bluefield State University Faculty Assembly, outlining Article 3, section 7 and the floor was opened for nominations for Chair of the Faculty Assembly.

- James Quesenberry was nominated by Tara Mullins, seconded by Anthony Rasnick;
- Jack Sheffler was nominated by Adrian Ayersman\*, seconded by James Quesenberry;
- Julie Orr was nominated by Amanda Matoushek, seconded by Michael Lilly.

Having heard no other nominations, Michael Lilly motioned to close the floor for nominations, seconded by Tara Mullins.

### **4. Voting for Chair of Faculty Assembly**

Paper ballots were distributed to faculty members in person, while a Survey Monkey link was sent to those joining us remotely—anonymity was guaranteed for all faculty. Faculty members

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were given approximately fifteen to twenty (15-20) minutes to deliberate and cast their ballots both in person and online.

### **5. Tabulation of Votes for Chair of Faculty Assembly**

- a. Justice Benjamin and acting Secretary, Lauren Crews verified and tabulated the paper votes. Three faculty observers monitored the tabulation process: Amanda Matoushek observed votes for Julie Orr, James Rasnick observed votes for James Quesenberry, and Michael Lilly observed votes for Jack Sheffler. Paper ballots were counted by Justice Benjamin, with a total of eleven (11) paper ballots collected, reflecting the following:
  - three (3) votes for Julie Orr;
  - five (5) votes for James Quesenberry; and,
  - two (2) votes for Jack Sheffler;
  - one ballot was returned blank without a vote
  
- b. Having tabulated and confirmed all paper ballots, Justice Benjamin motioned for acting Secretary Crews to reveal the online votes. Survey Monkey votes were reviewed and Amanda Matoushek confirmed anonymity on Survey Monkey when the results were revealed. Amanda Matoushek observed votes for Julie Orr, James Rasnick observed votes for James Quesenberry, and Michael Lilly observed votes for Jack Sheffler. Secretary Crews reported that twenty-five (25) faculty members had cast their vote online, reflecting the following:
  - eighteen (18) votes for Julie Orr;
  - two (2) votes for James Quesenberry; and,
  - five (5) votes for Jack Sheffler

Final vote tabulation reflects that a total of thirty-six (36) votes were received between paper ballots and online ballots. According to Bluefield State University Faculty Assembly Bylaw 3.7.4, Julie Orr, with a total of twenty-one (21) votes, which is greater than fifty percent of the vote plus one, carries forward and is elected Chair of the Faculty Assembly of Bluefield State University.

### **6. Nominations received for Co-Chair/Vice Chair of Faculty Assembly**

Chancellor Moore reviewed the bylaws of the Bluefield State University Faculty Assembly, outlining Article 3, section 7 and the floor was opened for nominations for Co-Chair/Vice Chair of the Faculty Assembly.

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- Michelle Taylor was nominated by Amanda Matoushek, seconded by Debjani Chakrabarti;
- Jack Sheffler was nominated by James Quesenberry, seconded by James Rasnick;
- Amanda Banks was nominated by James Quesenberry, seconded by James Rasnick.

Having heard no other nominations, Michael Lilly motioned to close the floor for nominations, seconded by Tara Mullins.

### **7. Voting for Co-Chair/Vice Chair of Faculty Assembly**

Paper ballots were distributed to faculty members in person, while a Survey Monkey link was sent to those joining us remotely—anonymity was guaranteed for all faculty. Faculty members were given approximately fifteen to twenty (15-20) minutes to deliberate and cast their ballots both in person and online.

### **8. Tabulation of Votes for Co-Chair/Vice Chair of Faculty Assembly**

- a. Justice Benjamin and acting Secretary, Lauren Crews verified and tabulated the paper votes. Three faculty observers monitored the tabulation process: Amanda Matoushek observed votes for Michelle Taylor, James Rasnick observed votes for Jack Sheffler, and Michael Lilly observed votes for James Quesenberry. Paper ballots were counted by Justice Benjamin, with a total of ten (10) paper ballots collected, reflecting the following:
  - three (3) votes for Michelle Taylor;
  - three (3) votes for Jack Sheffler; and,
  - four (4) votes for James Quesenberry
- b. Having tabulated and confirmed all paper ballots, Justice Benjamin motioned for acting Secretary Crews to reveal the online votes. Survey Monkey votes were reviewed and Amanda Matoushek confirmed anonymity on Survey Monkey when the results were revealed; Amanda Matoushek observed votes for Michelle Taylor, James Rasnick observed votes for Jack Sheffler, and Michael Lilly observed votes for James Quesenberry. Secretary Crews reported that twenty-eight (28) faculty members had cast their vote online, reflecting the following:
  - fifteen (15) votes for Michelle Taylor;
  - nine (9) votes for Jack Sheffler; and,
  - four (4) votes for James Quesenberry

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Final vote tabulation reflected that a total of thirty-eight (38) votes were received between paper ballots and online ballots. Michelle Taylor had a cumulative vote count of eighteen (18), Jack Sheffler had a cumulative vote count of twelve (12), and James Quesenberry had a cumulative vote count of eight (8). According to Bluefield State University Faculty Assembly Bylaw 3.7.4, no candidate received fifty percent of the vote plus one; therefore, a second vote was taken amongst the two candidates with the most votes during the initial balloting. The two candidates with the most votes were Michelle Taylor and Jack Sheffler, respectively.

### **9. Second Vote for Co-Chair/Vice Chair of Faculty Assembly**

Paper ballots were distributed to faculty members in person, while a Survey Monkey link was sent to those joining us remotely—anonymity was guaranteed for all faculty. Faculty members were given approximately fifteen to twenty (5-10) minutes to deliberate and cast their ballots both in person and online.

### **10. Tabulation of Second Vote for Co-Chair/Vice Chair of Faculty Assembly**

- a. Justice Benjamin and acting Secretary, Lauren Crews verified and tabulated the paper votes. Three faculty observers monitored the tabulation process: Amanda Matoushek observed votes for Michelle Taylor, James Rasnick observed votes for Jack Sheffler, and Michael Lilly was a tertiary observer. Paper ballots were counted by Justice Benjamin, with a total of ten (11) paper ballots collected, reflecting the following:
  - three (4) votes for Michelle Taylor; and,
  - three (6) votes for Jack Sheffler
  - one “write in” vote for James Quesenberry
  
- b. Having tabulated and confirmed all paper ballots, Justice Benjamin motioned for acting Secretary Crews to reveal the online votes. Survey Monkey votes were reviewed and Amanda Matoushek confirmed anonymity on Survey Monkey when the results were revealed; Amanda Matoushek observed votes for Michelle Taylor, James Rasnick observed votes for Jack Sheffler, and Michael Lilly was a tertiary observer. Secretary Crews reported that twenty-five (25) faculty members had cast their vote online, reflecting the following:
  - fourteen (14) votes for Michelle Taylor; and,
  - eleven (11) votes for Jack Sheffler



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Final vote tabulation reflected that a total of thirty-six (36) votes were received between paper ballots and online ballots. Michelle Taylor had a cumulative vote count of eighteen (18), Jack Sheffler had a cumulative vote count of seventeen (17), and one "write in" vote for James Quesenberry, which was discarded. According to Bluefield State University Faculty Assembly Bylaw 3.7.4, Michelle Taylor, with a total of eighteen (18) votes, which is the most votes on the second ballot, carries forward and she is elected Vice Chair of the Faculty Assembly of Bluefield State University.

### 11. Adjournment

Chancellor Moore congratulated the Faculty Assembly's newly elected Chair and Vice-Chair, then adjourned the meeting at 4:31pm.

  
Lauren Crews  
Administrative Assistant, Office of the President