

## **Faculty and Institutional Affairs Committee**

### Meeting Minutes

Tuesday, August 23, 2016

University Center 213

*Members present:* Dr. Jesse Peters (Senator and Chair), Dr. Polina Chemishanova (Senator), Dr. Dennis McCracken (Senator), Dr. Scott Hicks (Senator), Dr. Joe Sciulli (Senator), Dr. Mitu Ashraf (Senator), Mr. David Young (Senator), Dr. Scott Billingsley, (Associate Vice Chancellor for Academic Affairs), Mr. Steven Arndt (Vice Chancellor for Finance & Administration), Ms. Wendy Lowery (Vice Chancellor for Advancement), Dr. Bill Brandon (Chair of Faculty Development and Welfare Subcommittee), Dr. Elizabeth Denny (Chair of Faculty Evaluation Review Subcommittee), Dr. Jessica Abbott (Chair of Health, Safety, and Environment Subcommittee)

*Members absent:* None

*Recording Secretary:* Mr. David Young (Senator)

#### I. Call to Order

The meeting was called to order by Chair Jesse Peters at 3:32 p.m.

#### II. Approval of Minutes of April 19, 2016 Meeting

The minutes of the April 19, 2016 meeting of the Faculty and Institutional Affairs Committee were approved.

#### III. Approval of Agenda

The agenda for the August 23, 2016 FIAC meeting were approved with one addition being offered by Dr. Mitu Ashraf. He proposed that a new item be added under New Business on the agenda. Specifically, he wanted a discussion centered on class scheduling. After some discussion, Dr. Ashraf made a motion that this discussion item be added, and Dr. Joe Sciulli seconded the motion. The motion passed by unanimous vote.

#### IV. Report from the Chair

FIAC Chair Jesse Peters began the meeting by asking FIAC Committee members to introduce themselves. After introductions, he reported that the Faculty Senate Executive Committee had met the prior week with Chancellor Cummings and Provost Locklear.

## V. Reports from Administrators

A. Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs) reported that Provost Zoe Locklear announced her retirement on August 22. It will be effective June 30, 2017. Also, there was a brief discussion of Braves Kickoff. There are some issues Academic Affairs needs to work out with the process, but, overall, the event went off relatively well.

B. Mr. Steven Arndt (Vice Chancellor for Finance and Administration) reported that Chancellor Cummings wants to bring EHRA faculty up to minimum of salary ranges. Certain resources have been identified and those faculty below the required minimum salary range will be brought up to at least the minimum of their particular salary range. This process would involve about 30 faculty here at UNC-Pembroke. In the end, about 7-8 employees would still fall short of their proper salary level. The Vice Chancellor also reported to FIAC that there would be a 1 ½ percent across the board increase in salary pay. There will also be a .5 % bonus across the board and then a 1.5% pool for additional merit-based one-time bonuses.

C. Ms. Wendy Lowery (Vice Chancellor for Advancement) reported the following:

- Discussed vacancies and recent personnel announcements for Advancement. Additionally, she encouraged the FIAC Committee to share job postings within their network.

- Provided an update regarding the Capital Campaign on campus.

- Discussed Development Director position that will be assigned to work with faculty on fundraising initiatives.

- Separation of University Communications and Marketing from the Advancement operation.

## VI. Reports from Subcommittees

A. Dr. Bill Brandon (Chair, Faculty Development and Welfare Subcommittee) had no report to present.

- B. Dr. Elizabeth Denny (Chair, Faculty Evaluation and Review Subcommittee) reported two concerns. First, the 2016-2017 Faculty Handbook does not reflect all Senate-approved changes that had been put forth by FERS. The two main areas of concern are Promotion and Tenure Review (proposal approved by the Faculty Senate in April 2016) and Post-Tenure Review (proposal approved by the Faculty Senate in February 2016). Further, the current Handbook does not match official policy in some areas nor does it match proposal language. After some discussion ensued, Chair Peters agreed to pass on concerns regarding policy changes to the Faculty Senate Executive Committee.
  
- C. Dr. Jessica Abbott (Chair, Health, Safety, and Environment Subcommittee) had no report to present. However, two issues were brought forward for the Subcommittee to consider at their next scheduled meeting. First, the new on-campus emergency system needs to be addressed. The committee wants to make sure that people can get the emergency assistance that they need. Secondly, the reoccurring issue of mold being found in the Dial Humanities Building was discussed. Dr. Abbott agreed to bring both of these issues to the Subcommittee.

## VII. Old Business

None.

## VIII. New Business

- A. Discussion of Faculty Development Initiatives. Chair Jesse Peters discussed briefly with FIAC members the issue of travel funding. Currently, any additional travel money (beyond departmental funds) is distributed to faculty by Deans. Additionally, the Teaching and Learning Center has a new Interim Director, Dr. Cyndi Miecznikowski. The Committee discussed faculty involvement in selecting a permanent director.
  
- B. Discussion of Faculty Evaluation. There seems to be some confusion about the correct procedures in place for faculty promotion and tenure. The last changes to the promotion and tenure model were postponed for one year. Technically, the new guidelines should be in effect; however, the Senate recommended that all new changes be rescinded at the end of the academic year. FIAC Chair Peters stated that Chancellor Cummings and Provost Locklear plan to discuss the issue with the Board of Trustees. The topic will be discussed again at a future meeting. In terms of the post-tenure review process, there is concern that the language in the current published faculty handbook may not reflect what was passed by the Faculty Senate. The post-

tenure review changes were placed on hold for 2015-2016, but should have gone into effect for 2016-2017.

The final faculty evaluation discussion issue was the value of service in faculty evaluation. Chancellor Cummings would like for all faculty to do more service.

At this point, Dr. Elizabeth Denny made a motion to extend the FIAC meeting by 15 minutes (to 5:15 p.m.). The motion was seconded by Dr. Dennis McCracken.

- C. Discussion of Class Schedules. Dr. Mohammad Ashraf brought forward the issue of scheduling more Monday/Wednesday classes to the FIAC members. He wanted to know if the University could possibly be closed on Friday. Committee members expressed the difficulties in closing completely on Fridays. There was additional discussion of possible hybridization of scheduling.

IX. Announcements

The next meeting will be held in UC 213 at 3:30 p.m. on September 27, 2016.

X. Adjournment

The meeting was adjourned at 5:15 p.m.

Respectfully submitted by:

Mr. David Young  
Senator and Recording Secretary