

Faculty and Institutional Affairs Committee

Meeting Minutes

Tuesday, November 17, 2015

University Center 213

Members present: Dr. Sara Simmons (Senator and Chair), Dr. Polina Chemishanova (Senator), Dr. Marilu Santos (Senator), Dr. Xinyan Shi (Senator), Mr. Carlton Spellman (Vice Chancellor for Finance & Administration), Mr. David Young (Senator), Dr. Scott Billingsley, (Associate Vice Chancellor for Academic Affairs), Dr. Elizabeth Denny (Chair of Faculty Evaluation Review Subcommittee), Mr. Robert Arndt (Chair of Health, Safety, and Environment Subcommittee), Mr. Chris Davis (Director of Annual Giving)

Members absent: Ms. June Power (Senator), Dr. Joe Sciulli (Senator), Ms. Wendy Lowery (Vice Chancellor for Advancement), Dr. Scott Ziegler (Chair of Faculty Development and Welfare Subcommittee).

Recording Secretary: Dr. Xinyan Shi (Senator); Alternate: Mr. David Young (Senator)

I. Call to Order

The meeting was called to order by Chair Sara Simmons at 3:31pm.

II. Approval of Minutes of October 22, 2015 meeting

The minutes from the October 22, 2015 meeting were approved by unanimous vote.

III. Approval of Agenda

FIAC Chair Simmons made an adjustment to change the Faculty Development and Welfare Subcommittee proposal from an action to discussion item to allow FIAC members the opportunity to offer suggested revisions to FDW Subcommittee member, Dr. Jamie Litty, who was filling in for Chair Dr. Scott Ziegler. After this minor amendment, the agenda was approved by unanimous vote.

IV. Report from the Chair

FIAC Chair Simmons reported that the discussion regarding the Faculty Evaluation of Administrators instrument would be included under Old Business.

V. Reports from Administrators

A. Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs)

Dr. Billingsley updated us on the progress of the dean searches, which include Dean of Library Services, Dean of the College of Arts and Sciences, Dean of the School of Business, and the Dean of the School of Education. Dr. Billingsley mentioned that the various Dean searches are moving forward and that member names for the different Search Committees would be announced by the end of this semester.

B. Mr. Carlton Spellman (Vice Chancellor for Finance and Administration)

Mr. Spellman mentioned that the Chancellor wants the Cabinet to look into annual raises, especially using resources identified as part of the campus initiated tuition increase (CITI) process to address faculty salaries. The estimated available funds from CITI is approximately 430K and the methodology used to determine increases will be led by the office of Academic Affairs. In addition, the Chancellor's Cabinet was instructed to review employee salaries to identify if any salaries are below the minimum proposed salary range.

The initial budget load was approximately 25% of the departments' prior year budget. The Cabinet is still discussing budget allocations, but there is a possibility that departmental budgets will be similar to last year's allocation. However, division heads may decide to realign budgets within their divisions depending on priorities.

C. Ms. Wendy Lowery (Vice Chancellor for Advancement)

Ms. Lowery could not be present for the meeting, so Chris Davis, Director of Annual Giving gave the following report in her absence:

The Office of Advancement conducted phase one of our phone-a-thon program which was done for four weeks and saw \$11,775 in pledges made, the largest total of pledges since UNCP stopped using outside vendors. Phase two will be conducted in February for four weeks. Their second annual *We Are UNCP* giving campaign will take place on March 16 and will change from a 48-hour campaign to a 24-hour campaign. More information will be provided as the event date gets closer. On November 19, there will be a Scholarship Recognition Dinner in the University Center Annex where the UNCP scholarship donors will get the chance to meet the recipients of the scholarships over dinner.

D. Report from Faculty Development and Welfare Subcommittee

Dr. Scott Ziegler could not attend the meeting so Dr. Jamie Litty reported to FIAC in his place. The main item of business was a discussion surrounding the Subcommittee's proposal to make revisions to the Chair Appointments, Evaluation, & Terms of Service as written in the Faculty Handbook. Since FIAC members had not had enough advance notice of the document revision, time was taken at the meeting for discussion about their proposal to ensue. After a period of time, FIAC Chair Sara Simmons made the suggestion that the Faculty Development and Welfare Subcommittee take another look at their proposal and include the following before

FIAC can consider the proposal fully: the exact pages from the Faculty Handbook, the proposed changes, and a paragraph at the beginning of the proposal with the rationale for the specific changes.

E. Report from Faculty Evaluation Review Subcommittee

Chair Elizabeth Denny reports that FERS continues to look at Promotion & Tenure requirements as well as Post-Tenure policies/procedures. Chair Denny reported that she hopes to have a proposal for specific changes to the Post-Tenure policy available to FIAC at its January meeting.

F. Report from Health, Safety, and Environment Subcommittee

Chair Robert Arndt reported that one of the speed bumps in front of Lumbee Hall had been fixed so that it was not harmful to pedestrians or employee vehicles. Other speed bumps will be examined later.

VI. Old Business

The committee discussed policies and procedures for faculty evaluation of administrators. The charge of the Faculty Senate Executive Committee to FIAC is to look at the whole evaluation process and to propose a system and instruments by Jan 31, 2016. FIAC Chair Simmons asked the Committee to look at the wording on the evaluation instrument for even-numbered years that she had distributed and suggest any changes. One of the instrument questions was revised to say the following:

Do you have sufficient knowledge of this administrator's performance to have a basis for evaluation?

This wording was changed from the following:

Have you had sufficient interaction with the [specific administrative office being evaluated] to have a basis for evaluating this administrator?

During the discussion, Committee members also looked over the list of offices included under the Chancellor's Office, the Division of Student Affairs, and the Division of Advancement. Those divisions are scheduled for evaluation by faculty in even-numbered years.

VIII. New Business

None

IX. Announcements

The next meeting of FIAC will take place at 3:30 p.m. on January 19 in UC 213.

X. Adjournment

The meeting was adjourned at 5:14 p.m.

Respectfully submitted by:

Dr. Xinyan Shi
Senator and Recording Secretary

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