

## Faculty and Institutional Affairs Committee

### Meeting Minutes

Tuesday, January 19, 2016

University Center 213

*Members present:* Dr. Sara Simmons (Senator and Chair), Dr. Polina Chemishanova (Senator), Dr. Scott Ziegler (Chair of Faculty Development and Welfare Subcommittee), Dr. Joe Sciulli (Senator), Dr. Xinyan Shi (Senator), Mr. David Young (Senator), Mr. Carlton Spellman (Vice Chancellor for Finance & Administration), Ms. Wendy Lowery (Vice Chancellor for Advancement), Dr. Scott Ziegler (Chair of Faculty Development and Welfare Subcommittee), Dr. Elizabeth Denny (Chair of Faculty Evaluation Review Subcommittee), and Mr. Robert Arndt (Chair of Health, Safety, and Environment Subcommittee)

*Members absent:* Ms. June Power (Senator), Dr. Marilu Santos (Senator), Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs)

*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 3:30pm.

#### II. Approval of Minutes of November 17, 2015 meeting

The minutes from the November 17, 2015 meeting were approved by unanimous vote.

#### III. Approval of Agenda

FIAC Chair Sara Simmons moved that the report from Ms. Wendy Lowery, Vice Chancellor for Advancement, be heard first because she needs to leave the meeting early. Chair Simmons also moved that the committee consider the action items from the Subcommittees before the other administrator reports in order to allow ample time for review of those proposals. The amended agenda was approved by unanimous vote.

#### IV. Report from the Chair

None

#### V. Reports from Administrators

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

Not present

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

Mr. Spellman reported that the salary range is available on Human Resources website. He also mentioned that the University received a clean financial audit report for the period ending June 30, 2015.

Mr. Spellman also reported that the Office of Human Resources is working on putting together the Service Award Presentations. Human Resources will use five-year increments to prepare for the award for SHRA (Subject to Human Resources Act) employees and ten-year increments to prepare for the award for EHRA (Exempt from Human Resources Act) employees.

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

Ms. Lowery reported that UNCP alumna Mickey Gregory from the Lumberton Visitors Bureau has retired, and Wendy would have to depart the FIAC meeting early to attend Mickey's retirement reception on behalf of UNCP. The Office of Advancement is working on the details of the capital campaign and plans to have officially contracted with the campaign consulting firm by the end of the week. The capital campaign would be funded by GA.

Ms. Lowery mentioned that the installation ceremony for Chancellor Robin Cummings would be held on Friday, April 8, 2016, in the Givens Performing Arts Center. There will be various events during the installation ceremony week.

VI. Reports from Subcommittees

A. Report from Faculty Development and Welfare Subcommittee

Chair Scott Ziegler presented proposals as part of the New Business section of the agenda (see below).

B. Report from Faculty Evaluation Review Subcommittee

Chair Elizabeth Denny presented a proposal as part of the New Business section of the agenda (see below).

C. Report from Health, Safety, and Environment Subcommittee

None

VII. Old Business

A. Action item: Policies and Procedures for Faculty Evaluation of Administrators

FIAC committee members reviewed the proposal for Faculty Evaluation of Administrators and approved the policy and survey instrument with a few minor amendments. Yeas: 9, Nays: 0, Abstentions: 0.

#### VIII. New Business

##### A. Action item: FDWS Proposal - Revisions to Chair Appointments, Evaluation, & Terms

Dr. Scott Ziegler presented proposals for revisions to policies in the *Faculty Handbook*. FIAC committee members decided to insert into the proposal the following language: “No person may be appointed if his/her appointment would violate the [UNC Anti-Nepotism Policy 300.4.2](#).” A few other amendments were also suggested by FIAC committee members. The proposal was passed with amendments. Yeas: 8, Nays: 0, Abstentions: 0.

FIAC committee members reviewed the revised Department Chair Evaluation Form and approved it with amendments. Yeas: 8, Nays: 0, Abstentions: 0.

FIAC committee members also discussed the format (electronic or paper) to conduct the Department Chair evaluation. FIAC Chair Simmons suggested that this topic be discussed further at future FIAC meetings.

##### B. Action item: FERS Proposal - Post-Tenure Review Changes

Dr. Elizabeth Denny presented a proposal for changes to Post-Tenure policies/procedures to clarify the intent of the *Faculty Handbook*. The Committee passed the proposal with one minor amendment. Yeas: 8, Nays: 0, Abstentions: 0.

#### IX. Announcements

None

#### X. Adjournment

The meeting was adjourned at 5:43 p.m.

Respectfully submitted by:

Dr. Xinyan Shi  
Senator and Recording Secretary