

# **Faculty & Institutional Affairs Committee (FIAC)**

**Tuesday, September 17, 2019 at 3:30pm**

**Chavis University Center 213**

**Meet the 3<sup>rd</sup> Tuesday of Each Month**

## **AGENDA**

### **Committee Members:**

Joe Sciulli (Chair FIAC)  
Rachel Smith (Chair; Faculty Evaluation & Review Subcommittee)  
Ashley Allen (Chair; Faculty Development & Welfare Subcommittee)  
XXXXXX (Chair; Health, Safety and Environment Subcommittee)  
Mark Tollefsen (Senator)  
Victor Bahhouth (Senator)  
Bill Brandon (Senator)  
Nathan Phillippi (Senator)  
Gretchen Robinson (Senator)  
Melissa Schaub (Senator)  
Scott Billingsley (AVC for Academic Affairs)  
Bryan Robinson (VC for Advancement)  
Virginia Teachy (VC for Finance & Administration)

### **Order of Business**

- I. Call to Order
- II. Approval of Minutes from
- III. Approval of Minutes from August 20, 2019 (Appendix B)
- IV. Approval of Agenda
- V. Report from the Chair
- VI. Reports from Administrators
  - a. Vice Chancellor for Finance & Administration
  - b. Vice Chancellor for Advancement
  - c. Associate Vice Chancellor for Academic Affairs
- VII. Reports from Subcommittees
  - a. Faculty Development & Welfare
  - b. Faculty Evaluation & Review
  - c. Health, Safety & Environment
- VIII. New Business
- IX. For the Good of the Order
- X. Announcements
- XI. Adjournment

The next meeting will be held at 3:30 pm, October 15, 2019 UC 213.

## Appendix A

### Faculty and Institutional Affairs Committee

#### Meeting Minutes

Tuesday, April 24, 2018; 3:30 p.m.

UC 213

*Members present:* Dr. Polina Chemishanova (Senator), Dr. Dennis McCracken (Senator), Dr. Ottis Murray (Senator), Dr. Nathan Phillippi (Senator), Dr. Joe Sciulli (Senator), Dr. Joe West (Senator and Chair), Mr. David Young (Senator and Secretary), Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs), Dr. Stewart Thomas (Vice Chancellor for Finance and Administration), Mr. Mark Gogal (Interim Vice Chancellor of Advancement), Dr. Robin Snead (Chair of Faculty Development and Welfare Subcommittee), Dr. Elizabeth Denny (Chair of Faculty Evaluation Review Subcommittee), and Dr. Walt Lewallen (Chair of Health, Safety, and Environment Subcommittee)

*Special Guest:* Dr. Dennis Swanson, Dean of Library Services

*Guests:* Dr. Elizabeth Normandy (Associate Vice Chancellor of Planning and Accreditation), and Dr. Melissa Schaub

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

#### I. Call to Order

Dr. Joe West called the meeting to order at 3:30 p.m.

#### II. Approval of Minutes of March 27, 2018 Meeting

The minutes from the March 27 meeting were approved as presented.

#### III. Approval of April 24, 2018 Agenda

There was only one correction to be made to the agenda. Dr. Dennis Swanson was recognized as a Special Guest for the meeting and his report was placed under New Business. The agenda was then accepted by the Committee as amended.

#### IV. Report from the Chair

No report.

#### V. Reports from Administrators

A. Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs) reported on the following matters:

- University College Website. The Office of Academic Affairs will add a web page that briefly explains the University College and includes links to relevant documents.
- Dean. The Search Committee for the Associate Vice Chancellor and Dean of the University College will be chaired by Dr. Irene Aiken, Dean of the Graduate School. Dr. Aiken is currently assembling the Search Committee.
- The Hub. The first floor of Lumbee Hall will be remodeled to create a more open space for prospective students to interact with staff in the enrollment and cashier's offices. Each prospective student will interact primarily with one person who will address all of their questions and concerns regardless of the nature of those questions. The construction project is slated to begin after spring commencement and completed by August 2018.

B. Dr. Stewart Thomas (Vice Chancellor for Finance and Administration) reported the following:

\* Prospect Road Construction. Phase 2 of the Gas Lines project to begin in Summer 2018.

\* Information Technology. As an information technology updated, Dr. Thomas stated that there would be some upgrades refreshes done to the wireless network on campus.

\* Strategic Direction for University. In 2019 & 2020, the UNCP Mission Statement will be examined. All effort will be made to ensure that the University's faculty, staff, and students are served effectively.

At the conclusion of his report, Dr. Thomas was asked what will happen to the current School of Business Building once the new School of Business is built and the occupants move. He will look into this situation and report back at a future FIAC meeting.

C. Mr. Mark Gogal (Interim Vice Chancellor of Advancement) reported the following:

\* #We Are UNCP campaign. The campaign generated a total of 545 donors and this total surpassed the Office of Advancement's goal.

\* On April 20, a "cash bash" event was held on campus and over 450 people attended. Mr. Gogal stated that the University made more gross revenue in 2018 versus 2017. He also said that total cash pledges increased by a total of 40% from 2017.

\* As for the Office of Advancement personnel searches, Mr. Gogal stated that a Vice Chancellor Search has resumed, and that Dr. Stewart Thomas is part of the Search Committee. Hopefully, a new individual will be in place by July 2018. In the meantime, Mark continues to serve as Interim Associate Vice Chancellor in Advancement.

## VI. Reports from Subcommittees

A. Dr. Elizabeth Denny (Chair, Faculty Evaluation and Review Subcommittee) made the following report:

\*The only action item brought forward by Dr. Denny was for FIAC to consider the FERS request that an annual review of phased retirement practice be evaluated. After some discussion, the FERS action item passed by the following vote: 10-0-0.

B. Dr. Robin Snead (Chair, Faculty Development and Welfare Subcommittee)

After some discussion, FIAC took the following actions regarding the proposals brought forth by Subcommittee Chair Dr. Robin Snead:

\*FIAC kicked all FDW action items back to FDW, for two reasons:

a). the actions were not sent to general faculty (no one could find the original email from the Faculty Senate Chair)

b). the actions have HUGE implications for faculty ... and FIAC needs much more clarification from Bravebook/FDW. The vote was 10-0-0.

\*FIAC approved the FERS changes 10-0-0.

C. Dr. Walt Lewallen (Chair, Health, Safety, and Environment Subcommittee)

\*A member of Facilities Management is looking at safety door locks for buildings on the UNCP campus. For example, Old Main was examined and the cost for changing the door locks is \$50,000.

\*Hand rails were installed at the back of the Adolph Dial Building.

\*Dr. Lewallen also wondered when the construction would begin on the Prospect Road project.

## VII. Old Business

None.

## VIII. New Business

Dr. Swanson Report about the Library. Dr. Swanson had been invited to the FIAC meeting to discuss changes going on in the Library and to answer any questions

Committee members might have. Dean Swanson's short report can be summarized as follows:

- a). Weeding Project. The Library is in the process of removing second copies of items. Regarding print and electronic journals, the print version is removed if we are already paying for an electronic version (which is already existing in the system).
- b). Only 41 % of the collection has been published since 2000. The current library collection is aging, and newer materials are ordered if there's money to do so.
- c). Open Shelving. The open shelving on the first floor is a result of removing items that are available already in electronic format.
- d). The Library is reducing the size or "footprint" of the Reference Collection by 70 %.
- e). Overall, there's an effort underway to make the collection more "user-friendly."

At this point, Dr. Swanson answered questions from FIAC members and meeting guests.

IX. Announcements

It was announced that this was the last meeting of FIAC for the 2017-2018 academic term.

X. Adjournment

The meeting was adjourned at 5:00 p.m.

Respectfully submitted by:

Mr. David Young  
Senator and Recording Secretary

**Appendix B**

**Faculty & Institutional Affairs Committee (FIAC)**  
**Tuesday, August 20, 2019 at 3:30pm**  
**Chavis University Center 213**  
**Meet the 3<sup>rd</sup> Tuesday of Each Month**

**AGENDA**

**Committee Members:**

Joe Sciulli (Chair FIAC)  
Rachel Smith (Chair; Faculty Evaluation & Review Subcommittee)

Ashley Allen (Chair; Faculty Development & Welfare Subcommittee)  
Claudia Nickolson (Chair; Health, Safety and Environment Subcommittee)  
Bill Brandon (Senator)  
Nathan Phillippi (Senator)  
Gretchen Robinson (Senator)  
Melissa Schaub (Senator)  
Scott Billingsley (AVC for Academic Affairs)  
Bryan Robinson (VC for Advancement)  
Virginia Teachy (VC for Finance & Administration)

Attended:

Scott Billingsley (AVC for Academic Affairs)  
Rachel Smith (Chair; Faculty Evaluation & Review Subcommittee)  
Ashley Allen (Chair; Faculty Development & Welfare Subcommittee)  
Joe Sciulli (Chair FIAC)  
Bill Brandon (Senator)  
Nathan Phillippi (Senator)  
Melissa Schaub (Senator)  
Gretchen Robinson (Senator)

Order of Business

- XII. Call to Order
- XIII. Approval of Minutes from April 16, 2019 (Appendix A)
- XIV. Approval of Agenda
- XV. Report from the Chair
  - a. See attached from agenda 4.16.2019
- XVI. Reports from Administrators
  - a. Vice Chancellor for Finance & Administration (not present)
  - b. Vice Chancellor for Advancement (not present)
  - c. Associate Vice Chancellor for Academic Affairs (Scott Billingsley):  
The following topics were discussed with Scott Billingsley
    - 1. Suggested adding members to FIAC: AVC (Student Affairs), AVC (Finance), AVC (Health & Safety)
    - 2. Latest enrollment figures: 7591 students
    - 3. Problem finding "indicators on enrollment"
    - 4. Retention rate ~ 75% (slight increase)
    - 5. New freshmen: 1174 (slight decrease)
    - 6. New transfers: numbers? (increase)
    - 7. New Grad Students: 571 (large increase - many MBA seekers)
    - 8. Hard drop deadline is 08/21/19
- XVII. Reports from Subcommittees
  - a. Faculty Development & Welfare

Ashley Allen reported on the following:

1. Overloads (capping the total number of hours for all instructors/professors)
2. Wintermester (limiting the type of on-line courses offered and course caps)
3. Data addressing workloads (nation-wide statistics?)
4. Lecturer issues (promotion, multiyear contracts for Senior Lecturers, tenure/lecturer ratio, investigate other models)

b. Faculty Evaluation & Review (Rachel Smith)

Rachel Smith reported on the following:

1. FERS will be asking for input on P&T issues:

contract structuring, more explicit evaluation "language"

Discussion: Melissa Schaub asked about SACS standings. Rachel Smith shared the SACS committee is nearly finished completing the report which is due September 10, 2019.

c. Health, Safety & Environment: No report/Chair absent

XVIII. New Business (none put forth)

XIX. Resolution on Improving UNCP Classroom Safety and Security (Appendix B)

XX. For the Good of the Order

XXI. Announcements

XXII. Adjournment

The next meeting will be held at 3:30 pm, September 17, 2019.