

Minutes – DRAFT  
**Faculty and Institutional Affairs Committee**  
(UC 217), Thursday, January 20, 2011

**Members Present:** Betty Wells Brown (Chair), Michael Alewine, Libby Denny (Chair FERS), Sherry Edwards, Neil Hawk (Vice Chancellor Business Affairs), Ottis Murray, Lee Phillips, Melissa Schaub, Sandy Waterkotte (Vice Chancellor Advancement).

**Committee Members Absent:** Bill Gash (Provost/AVC Academic Affairs), Richard Gay, Tommy Thompson (Chair FDW)

**Guest:** Emily Long (member FDW)

- I. **Call to Order** - meeting called to order at 3:30 p.m.
- II. **Approval of Minutes of 11/18/2011** - several minor changes were made; clarification that subcommittee chairs should report subcommittee votes. Minutes approved unanimously.
- III. **Approval of Agenda** - suggestion made to include “location of meeting” on the agenda. Agenda approved unanimously.
- IV. **Administrative Reports**

A. Bill Gash (Provost/AVC Academic Affairs) – no report

B. Neil Hawk (Vice Chancellor Business Affairs)

1. Construction is on schedule; the new housing building should open in July of this year; the Health Professions building is scheduled to open January, 2012.

2. Reported that *Repair & Renovation Funds* have been held-up and it is unlikely they will be approved and released.

3. Budget: In December, OSMB instituted a hiring freeze which President Bowles applied to the university system as well. Justifications must be submitted for hiring and only for “critical” positions. University Vice Chancellors and the Chancellor will make hiring decisions at the local level regarding such requests.

The university received additional instructions to plan for a 15% reduction; the Budget Advisory Committee has created three subcommittees to assist with this planning (Academic Affairs, Operations, and the Chancellor’s Office). Each division has been directed to seek 10-15% reductions.

The university will not receive Enrollment Growth monies for Freshmen since it failed to meet retention and graduation benchmarks. If the university receives Enrollment Growth money, it will come from Distance Education and Transfer-Student activity.

Student fee increase requests are tied to benchmarks established for On-Time Book Adoptions. The university did not meet these benchmarks; therefore student fee requests may not be approved. There was much discussion about the problem with “on-time” book adoptions. Mr. Hawk reported the university was exploring a book-rental program.

Q&A - Lee Philips asked for clarification regarding “reductions” and “reversions.” Mr. Hawk stated current planning is for a 15% reduction. He reported the university had also been instructed to prepare for an additional 2½% reversion, bring the total to 3½%.

Michael Alewine asked if the upcoming budget situation will have an effect upon lighting supplies, specifically the various types of bulbs used in the Library and in classroom buildings. Mr. Hawk stated there are adequate resources and Larry Freeman should be informed of any lighting issues.

Several concerns were expressed regarding the recent snow removal activities, public safety and decisions regarding the operation of the university given recent events. Mr. Hawk stated the decision whether to close the university is made by the Chancellor, Provost and Public Safety. Mr. Hawk suggested concerns be reported to Greg Carter, Special Assistant to the Chancellor.

#### C. Sandy Waterkotte (Vice Chancellor Advancement)

1. Announced “Installation Week for the Chancellor” will be April 11-15; a wide variety of special activities and events are being planned. Patricia Fields is the coordinator/contact person.

Q&A - Investment portfolio is doing fairly well; Morgan Stanley is managing the portfolio. The Investment Committee is determining the number of scholarships that may be available based on the portfolio’s performance.

Employees Combined Campaign was discussed; UNCP’s contribution was slightly down this year.

### V. **Reports from Subcommittees**

#### A. Faculty Welfare & Development Subcommittee (FDW)

Emily Long reported FDW was withdrawing its proposal regarding “Leaves of Absence and Absences from Class.” The subcommittee received information that the Chancellor was examining this and developing a proposal.

#### B. Faculty Evaluation and Review Subcommittee (FERS)

Libby Denny (Chair-FERS) informed the committee that FERS has not met due to the holidays; will meet February 1<sup>st</sup>. Libby said FERS had been working on evaluation of instruction, but she was unsure how the committee might wish FERS to proceed given the recent action by the Faculty Senate. Much discussion ensued around the issue of evaluation of instruction. The consensus of the committee was that FERS

should proceed and bring forth their recommendations for FIAC consideration.

**VI. Old Business - none**

**VII. New business**

Emily Long (member of FDW) brought up the issue of parking on campus and the failure of current activities to reduce violations. A suggestion was made that perhaps “parking boots” should be acquired for use by the Police/Public Safety Office. After some discussion, the committee felt the issue should be referred to the Traffic Control Board.

**VIII. Announcements - none**

**IX. Adjournment** – meeting adjourned at 4:45 pm. Next meeting will be February 17, 2011.

*Recording secretary, Ottis Murray*