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

**Tuesday, October 16, 2018 at 3:30pm**

**University Center 213**

**Meeting Minutes**

**Committee Members**:

Virginia Garnett (Senator)

Heather Kimberly Dial (Senator)

Nathan Phillippi (Senator)

Melissa Schaub (Senator)

Robin Snead (Senator)

Sally Vallabha (Senator)

Larry Arnold (Chair; Faculty Evaluation & Review Subcommittee)

Autumn Lauzon (Chair; Faculty Development & Welfare Subcommittee)

Walter Lewallen (Chair; Health, Safety and Environment Subcommittee)

Scott Billingsley (AVC for Academic Affairs)

Bryan Robinson (VC for Advancement)

Stewart Thomas (VC for Finance & Administration)

Ottis Murray (Chair; Faculty & Institutional Affairs Committee)

*Secretary:* Nathan Phillippi

1. Order of Business
2. Call to Order

Meeting was called into session at 3:30 pm by Committee Chair Ottis Murray.

1. Approval of Minutes from April 24, 2018

Suggested changes to last meeting notes, but I did not record them.

1. Approval of Agenda

Agenda was approved with the correction of Melissa Schaub and Stewart Thomas first name.

1. Election of Secretary

Nathan Phillippi was voted in as Secretary

1. Report from the Chair

No report

1. Reports from Administrators
   1. Vice Chancellor for Finance & Administration

Creation of a financial subcommittee

New school of business wants to follow the look of other business school buildings. Front is modeled after Harvard the back is modeled after Wake Forest.

Engagement survey, Angela Revels, ARP, looking into raising faculty salaries. Results from survey will be released shortly.

Wifi enhancement and classroom improvements continue with Webex and video conferencing for online classes and meetings. More flat screen tv’s to classrooms.

Facilities reported 1.7 million in damage from Hurrican Florence to the Campus, this had been reported to FEMA.

Full construction for the business building will begin in 2021, groundbreaking in 2019.

Welling hall is getting asbestos removed.

Library is continuing to expand.

Finance received budget money, waiting on enrollment funds. Needs are being met financially.

Auditing in finance and looking good.

Campus is well represented at BOG, more so than other campuses.

* 1. Vice Chancellor for Advancement

Dr. Robinson: vice chancellor for advancement from Louisville, Kentucky.

Significant changes: new mission statement for charity organizations

Saving monies with cuts to unneeded things. Better software. No expense to the school. Making better relationships with industries.

New townhall style meetings will be introduced at the next Bravekick off with dean, students, and contributors for capital campaign in 2019 of fall.

There will be a push to grow GPAC and museum.

Updating bylaws for the foundation. 1966 was the last update.

Create a facility portal so faculty can communicate with advancement for ideas to raise money.

* 1. Associate Vice Chancellor for Academic Affairs

                                               i.     Hurricane Florence

1.    Relief funds for students and employees - [www.uncp.edu/relief](http://www.uncp.edu/relief)

2.    Please submit CARE reports and HAWK Alerts when appropriate

                                              ii.     Tuition and Fees process is underway

1.    Jim Doyle and Lisa Kelly were faculty members

                                             iii.     Annual Raise Process is underway

                                             iv.     Office name changes

1.    Distance Education is now Online Education

2.    Military and Veterans Services is now Academic and Military Outreach

3.    International Programs is now Global Engagement

                                              v.     AVC for Global Engagement search is underway

1. Reports from Subcommittees
   1. Faculty Development & Welfare

Will be meeting for the first time this Thursday

* 1. Faculty Evaluation & Review

Disciplinary statements revision. Work on timeline for department chairs to allow voting on changes and reviewed every 5 years.

Will look at faculty evaluation model for the school of health sciences.

Work with technology committee for electronic portfolio and how librarians are evaluated.

* 1. Health, Safety & Environment

Will meet November 5th.

Robin Snead brought up the point of Locks needed for classrooms in Lowery building still. Is expensive to replace all the locks in building but there is a "device " that will keep the door from opening during an active shooter situation.

Sally Vallabha asked about the crosswalks being made safer. Possibly adding Flashing lights at Prospect walks. it was suggested to ask the state for more crossing signs. It is thought that after construction it should be safer.

1. Old Business

No Old Businee

1. New Business

Students parking in faculty and staff parking spaces are not being ticketed but faculty will be ticketed if they park in the student spaces. Chief Cummings said that is not his instruction and will talk to officer. Suggested better signs that may be coming to indicate parking sections. There will be an increase of police patrol, and faculty should contact him (Chief Cummings) He is also willing to come to FIAC to address concerns.

There is a formal parking study under way.

It was suggested that people that car pool maybe get spaces and have car pooling stickers for parking.

The second topic was the Interpersonal violence statement in syllabus. that it should be linked to the Universal syllabus addendum policy for linking the site.

Academic affairs looks at adding to the Syllabus checklist.

1. Announcements

None

1. Adjournment

Meeting ended at 5:00 PM.

The next meeting will be held at 3:30 pm, November 20, 2018.