**MINUTES**

**April 15, 2014, 10:00-12:00**

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| **Present** | Mimi Fenton, Richard Starnes, Dana Sally, Dale Carpenter, Brian Railsback, Darrell Parker, Susan Fouts, Doug Keskula, Alison Morrison-Shetlar, Lowell Davis |
| **Guests** | Greg Hodges, Jim Miller, Matt Brown, Diana Catley, Cory Causby, Robin Oliver, Bill Studenc, Melissa Wargo, Joseph Hader |
| **Recorder** | Anne Aldrich |

**DISCUSSION**

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| **Capital Campaign (Jim Miller)** | Jim distributed handout – campaign prospectus which is inexplicably linked to the strategic plan. Please keep it confidential at this point in time. This is a general document without the specifics. As we move forward, the specifics will arise. Jim reviewed the items in the packets distributed to deans.  As we move further down the line, Alison would like to see the deans set financial goals. This process is very much at the beginning stages. We are focusing our energies right now on the big picture, not specific area needs. This is a huge opportunity to tell our stories and build scholarships. This is a collaborative initiative – we are all working for each other.  Deans asked to have a series of talking points available in part to address the results of the last capital campaign and the impact of the fund raising. There is still a lot to be done but Jim wanted the deans informed as to what has happened to date. Jim’s intention is to meet with each of the deans individually to get their input. Alison has shared previous concerns and conversations of the deans with Jim and he is open and anxious to meet with them. Alison is considering creating goals for the deans – this is still a conversation to be had.  It was suggested Jim be invited back to meet with the COD at a later time. |
| **Affordable Care Act (Diana Catley, Cory Causby, Matt Brown)** | Handouts were distributed including a memo addressing how to calculate adjunct hours within the UNC system. HR hopes to have the FAQ back from GA by the end of the week which will be shared with COD. HR has pulled data by term, looking at sections and what is assigned, who is assigned, credit hours and percentage of responsibility. The goal is to have a report that colleges can pull. What is apparent is that we have a lot of adjuncts at the 9 credit hour level, so one more assignment will push them over the limit. HR is providing this information so deans can review. Other reports HR is trying to pull will look at hourly employees. This needs to be back on our radar.  There are still a lot of unanswered questions regarding health care plans. We hope to have those plans after GA meets over the summer. We still do not know if student employees will be impacted. We are still uncertain as to who is responsible for an individual who may be teaching part time at two or more institutions. We expect to have some responsibility for collecting information on adjunct faculty, etc. who may already have health insurance, to capture our offer of insurance and their decline.  We are currently in the 12 month measurement/baseline period which will give us data to plan as we move forward. Next steps will be for the deans to review a list of faculty they should check. Diana will distribute this information to the deans shortly. Diana will send the full list including those who are close to exceeding the limit but are still under.  Deans will send Diana some of the more unusual situations of which she needs to be aware. |
| **WCU Video for September BOG meeting (Melissa Wargo, Bill Studenc, Robin Oliver, Joseph Hader)** | On September 11th and 12th the BOG will be holding their meeting on our campus as part of our 125th celebration which is an opportunity to showcase what we are doing on our campus. Many BOG members have never been to our campus and this is a great time to educate them about WCU. We want to make this a really great experience for BOG. The chancellor has charged us to showcase as many points of pride as we can. Much of their time on our campus will be in their actual meetings.  The Chancellor will have 10-15 minutes at their Friday meeting to talk about WCU’s contribution to the region and state in the last 125 years. He has asked us to put together a 5-7 minute video that can showcase items that he cannot do justice by in a speech. Therefore, we are here to solicit your help regarding the content of the video. We want to showcase our students, location, industry partners and points of pride – we know the deans are far more knowledgeable as to what these items are. We would like you to submit a couple of items from each of your colleges that you would like to showcase. We want to select things that will showcase well on video – not everything does.  The meeting is not until September but it takes a while to shoot, edit, etc. and students and faculty are leaving in May. Therefore, there is some urgency. We need your three recommendations by April 22nd to Melissa. This is also the time of end of semester presentations by students. Discussion ensued.  If you speak to your faculty about participating in this, please emphasize we may film them, but there is always the possibility portions will be edited out. |
| **Update from Executive Council and other items (Alison)** | Executive Council - We have continued to discuss the space utilization policy (65). The two items discussed at the Chancellor’s Leadership Council have also been topics of discussion – the Performance Funding Metrix (Tim Metz) and the Compliance Plan (Mary Ann Lochner).  Data needs from Tim Metz – This is an issue we have been dealing with for some time and are trying to move forward. When we find errors, how do we respond to those? Please share those with Alison and then Alison will discuss with Tim. Discussion ensued. The current challenge is being certain the data we currently have is correct.  If there are problems with a particular number, it is helpful to have 92 identifier numbers to attach to it to help sort it out, otherwise we tend to just talk past each other. It would be helpful for OIPE to be prepared to give us that information. We will invite Tim in to meet with COD. Should meetings take place individually or with COD as a whole? We are a data poor institution – we do not have tracking systems in place for various areas. Discussion ensued.  It was suggested COD prioritize what items to begin with on a real time dashboard. We will bring Tim into this conversation.  It would it be helpful to do a 10-15 minute presentation on the Student Data Warehouse. We will add this to a future COD agenda.  Admissions Office has a dynamic dashboard. Alison will share the link with COD so they can see it. Discussion ensued.  Apartments - The Academic Affairs division owns 6 apartments – two are used by the Provost Office as temporary housing for new hires (deans, endowed professors, directors, etc.), two are used by the College of Fine and Performing Arts for visiting artists and two are used by International Programs and Services for international faculty.  The cost to the Provost Office is $24,000 a year in rent. The revenue generated was $10,000. We are giving the two that belong to the Provost Office back to Residential Living. CFPA indicated they have only one and they use it quite a bit. The Provost will cover the charge this year, but not into the future. CFPA needs to keep theirs. We will find out usage for each of the areas – FPA and IPS. |

**UPDATES**

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| **Arts & Sciences (Richard Starnes)** | Honor Sachs won a research fellowship this summer. |
| **Summer Session (Lowell Davis)** | Please review the attachments under announcements. We are trying to increase summer enrollment. |
| **Hunter Library (Dana Sally)** | Hunter Library is going into the period of being open 24 hours for the final two weeks of the semester. |
| **Educational Outreach**  **(Susan Fouts)** | We have two major conferences coming up with a 20% increase in participation from point in time last year. |
| **Education and Allied Professions**  **(Dale Carpenter)** | We had our honors and awards ceremony last week. We awarded $95,000 in scholarships (up from $70,000 last year). |
| **Honors College**  **(Brian Railsback)** | We have a new endowed scholarship. |
| **Health and Human Sciences**  **(Doug Keskula)** | For our seasonal clinic we had over 100 people participate. It is an opportunity to serve the community and have students and faculty involved. |
| **Fine and Performing Arts**  **(Robert Kehrberg)** | Robert thanked everyone for their involvement in the 60s theme this year. |
| **Business**  **(Darrell Parker)** | The College of Business is in the process of possibly moving from four departments to three schools; has to pass each department and we are very optimistic. |
| **One Time Monies/Sponsored Research Proposal**  **(Alison)** | We have come to a conclusion with one-time monies, awaiting final approval from the chancellor. Please get purchase orders ready in order to have deliveries by the end of the fiscal year. By end of the day or tomorrow morning we will be able to start purchasing. We had $2.4 million on the table so were able to go deep into our first priorities. We are also looking at what was not funded so we may be able to go a little deeper. This is very good news for Academic Affairs. |