**MINUTES**

***August 27, 2014***

***3:00 -5:00 p.m.***

ADMINISTRATIVE PROCEDURES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ROLL CALL

Present:

Andrew Adams, Kia Asberg, Bob Beaudet, David Belcher, Lisa Bloom, Shawn Collins, Christopher-Cooper, David Dorondo, Jeanne Dulworth, Yang Fan, George Ford, Katy Ginanni, AJ Grube, David Henderson, Mary Jean Herzog, Beth Huber, Ian Hewer, Leroy Kauffman, Will Lehman, David McCord, Erin McNelis, Alison Morrison-Shetlar, Bob Mulligan, Peter Tay, Cheryl Waters-Tormey, Tonya Westbrook, John Whitmire

Members with Proxies:

Karyn Tomczak

Members Absent:

None

Recorder:

Ann Green

APPROVAL OF THE MINUTES\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval of the Minutes

Motion:

Motion to change order and do a ballot vote 1st- Approved

The minutes of the Faculty Senate meeting of April 24, 2014, as well as the overflow meeting of May 1, 2014, were approved as presented.

**OTHER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Test vote for Poll Everywhere was conducted.

**EXTERNAL REPORTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Chancellor’s Report/David Belcher:

See Attachment 1

Budgeting Questions:

Q/C: Is the budget set to where we are going to start addressing deferred maintenance?

A: No. It looks like we will get $415,000. The only way we are going to be able to do this is another Bond series for the entire system, as it happened in 2000. If that happens, I will welcome it with open arms. I can guarantee you, that would be absolutely restricted to renovations; no new buildings.

O/C: Our cut was reduced due to the performance on those matrixes. Where there other institutions that had increased cuts due to poor performance?

A: You start with your 100% proportion cut would be, and reduce it 10% for every good point you get.

Q/C: We are now on the precipice of serious long-term damage to the UNC System from talent loss. What voice is speaking for that in Raleigh?

A: Chancellors and CAOs. The community that needs to step up is the business community.

**Faculty Assembly Report/:**

First meeting has not occurred yet. What’s on the agenda: There will be a panel discussion on shared governance. Committee meetings and report those back out in the afternoon, opportunities for each delegates to participate on committees.

SGA/SGA representative:

SGA Senate had its first meeting, SGA VP Carolina Pierce residing. Everyone was in attendance. Cabinet meetings will be held weekly. SGA office has moved into a new space. SGA is moving forward with their plans for Executive Cabinet alternative Thanksgiving Break in NYC to support Pride of the Mountains March Band in the Macy’s Parade and to engage in NYC community service.

Staff Senate/David Rathbone:

Faculty Appreciation Day on Sept. 4. Staff Survey should be released soon. Scholarship Fund is shooting for second million-dollar fundraiser.

Director of Academic Engagement and IT Governance/Anna McFadden:

In November, we are moving to Office 365 program. IT is increasing H-Drive space for everyone, possibly over Fall Break and will roll out instant messaging service. You can now request an update to Office 2013. They are very close to identifying a file collaboration tool similar to Drop Box specifically for the campus. We have had to add over 2,000 student mobile devices and we have increased our bandwidth. All of our academic and residential buildings have been set up with wireless internet.

**COUNCIL REPORTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Academic Policy and Review Council (APRC)/Katy Ginanni, Chair:

APRC has not met yet. If there are any questions/concerns, please email and they will add it to the agenda to discuss.

Collegial Review Council/Erin McNelis, Chair:

CRC has not met yet. They are waiting to get additional members on the council. They have spoken with Andrew Adams about the need to put in a statement in the handbook regarding the scholarship and personnel information database. We will have to verify that our handbook and our policies are in line with the changes with the post-tenure review process that our BOG passed this spring.

Faculty Affairs Council/AJ Grube, Chair:

The FAC has not met yet. They have two items on the agenda for discussion:

* Parking Fee Structure
* Transparency and SAI and Grade Distribution data

Rules Committee/Leroy Kauffman, Chair (temporary):

The Rules Committee has not met yet. The chair position is vacant. They will be gathering to look at a couple things:

* By-Laws changes include the position that Alison is proposing in terms of a Faculty Relations Fellow
* Faculty Governance

**SENATE REPORTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Provost Report/Alison Morrison-Shetlar:

*NOTE: Report is online.*

New positions of Academic Affairs: Associate Provost Brandon Schwab spoke a little about himself. The provost listed new deans and faculty members of the colleges, and the Provost Fellows Pilot. She mentioned that the Provost Fellows Program has been refined and agreed to continue the Provost Fellows with more structure.

*Curriculog*

Will not change the process for our curriculum, but will simply help put it on an online version. It will increase effectiveness and accuracy for faculty and students to follow.

*Summer Session*

Goals – to create a strong and vibrant summer school that promotes student success and increases retention and decreases time to graduation.

There are a lot of people interested in building a medical building on our campus. We could potentially have an office medical building within 18 months to 2 years.

Q/C: What are our plans for summer school regarding pace and process?

A: We need to increase our summer presence for many reasons. One of the main conversations we needed to have over the summer was compensation. In certain categories, increase for the faculty would be $85,000 going out to faculty in 2012 ($74,000 for 2013). We had a conversation about what kind of curriculum would be available during the summer and we decided it was going to be largely liberal studies. We cannot take value away from spring and fall semesters. We only had 99 students and 100 Jamaican students living on campus for face-to-face classes summer 2013.

Q/C: Regarding face-to-face versus online courses. We have online classes with 35 students and face-to-face classes with 12 students. How are we going to correct this so that we can increase our summer school?

A: We need to start marketing summer school earlier. What has been the practice is that instructors wait until two weeks before summer courses start to open up a course. We need to have a tentative list of courses available in the middle of the semester. Also, we know what courses are more likely to be filled and we need to advertise those earlier.

Q/C: Comments were voiced against the $500 incentive to teaching in person classes rather than online. This is what is being proposed from a group that worked on summer school issues this summer.

Q/C: Request for more discussion with faculty about summer school issues.

A: Alison agreed to host a forum on these issues.

**NEW BUSINESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We are looking for faculty to join committees. There are 600 faculty and there are still a lot of empty seats in many committees.

In the Rules Committee – there are some issues with the governance and we are looking to reelect in the Rules Committee. Andrew Adams, Erin McNelis, Will Lehman and Cheryl Waters-Tormey agreed to serve on the Rules Committee for this year.

CONEC will be sending out a call for nominations for Chair-Elect, probably tomorrow. Vicki Szabo has agreed to serve as Chair of CONEC. There are also two other positions open on the Hearing Committee (we have a full committee for Grievance) – we have a two year term and a four year term needed: need tenured, associates or full and at least one from Kimmel School.

We are being made to begin an Insurance Committee looking at pay-roll and benefits for faculty.

Reminder that the Faculty Caucus is Friday, September 12th in Forsyth 101 from 3- 5 p.m.

**ATTACHMENT 1**

Faculty Senate Meeting

Wednesday, August 27, 2014

Chancellor’s Report

Budget Update

As I noted in my Opening Assembly remarks, because the 2014 Appropriations Act was to be finalized between Board of Governors meetings, the Board authorized its Budget and Finance Committee to make all resulting budget decisions in order to facilitate budget planning at the campus level.  The Budget and Finance Committee met last week and endorsed the recommendations of General Administration which mostly concerned the distribution of budget cuts.  WCU’s total cut is approximately $1.3M which is on the low end of the $1M-$2.1M range we had anticipated.  WCU benefited from – that is, the university’s budget cut was reduced because of – strong performance on four performance metrics:  degree efficiency (undergraduate completions per 100 FTE undergraduates), UNC Compliance Index (a combined metric of several compliance measures across contracts and grants, general accounting and financial reporting, financial aid, capital assets, and student accounts), education and related spending per degree (an institution’s spending on instruction, student services, and a proportional share of academic support, institutional support, and operations and maintenance of plant per degree conferred), and the number of degrees granted to Pell Grant recipients.

The only remaining piece of information we need before moving forward with finalizing our budget is our tuition and fee revenue figure which we will be able to calculate after Friday, August 29, our enrollment census date.  As you know, we did not increase our tuition this year, but our larger enrollment will result in more students paying tuition.  We anticipate that our total headcount will be around 10,300 with our retention rate just slightly under last year’s at 78%, which is still strong by historical standards but below those of Appalachian State and UNCW which are in the upper 80’s.  Our freshman population is up over last year; transfers are slightly down as of this moment; our distance number is slightly up; and our graduate student population is down a bit.  We will see where the numbers stand on Friday.

The most discouraging aspect of the budget is salaries.  As you know, the General Assembly authorized and funded a $1000 + benefits increase for all SPA employees; a similar provision for EPA faculty and non-faculty was not included in the final budget.  The General Assembly did allocate $5M for EPA salaries in the UNC System, but that figure represents a tiny percentage of the total EPA salary base.  WCU was allocated its proportional share of the $5M which is a little over $160,000, but, inasmuch as we have around 600 EPA employees, that amount of money will not go far.  We will receive enrollment growth funding this year, because we met our enrollment targets last year, and in an amount that is greater than our cut.  So, we will have a bit of money to spend, though not much.  We are encumbering from that figure the funding to “reinstate” the $1000 + benefits for our EPA personnel and are working to encumber a bit more  in an effort to create a small merit pool.  We cannot, though, distribute the EPA raise until we receive Board of Governors instructions.  This will be a topic of conversation when the Board of Governors is on campus in two weeks.

Efficiency and Effectiveness Operating Metrics

Earlier this year, the Board of Governors adopted Efficiency and Effectiveness Operating Metrics, formerly known as Performance-Based Funding Metrics.  Six of these have been in use in the last few years; four are new.  These will be used to allocate both new monies and cuts among the campuses.  I have included the list of ten metrics and a bit of explanation about each as an attachment.  (Note that, though the attachment is titled “DRAFT List” and refers to “Additional Metrics for Consideration”, these are now approved.)  While two of the ten are “owned” by other institutional units (UNC Compliance Index and Private Fundraising Index), the responsibility for the rest falls largely on Academic Affairs.  I have thus asked the Provost to assume responsibility for shepherding achievement on these metrics.

2014-2015 Priorities

Frankly, our list of priorities is long this year, but the priorities represent, I think, a shift in focus.  We have spent the last three years planning and positioning Western Carolina for a future of success – completing the strategic plan, eliminating the structural deficit, reorganizing and streamlining the administration, hiring leadership, prioritizing programs, draft a comprehensive campus master plan, and beginning to build a culture of transparency on campus.  We’re in a phase now of implementation, of “deepening and strengthening” as the Provost has articulated, of maintaining currency.  There are dozens and dozens of priorities around campus, but let me detail some of particular note.

* Raise the Bar in the Way We do Business.
	+ Utilize preparation for WCU’s reaffirmation by SACS in 2017 to strengthen quality and continuous improvement efforts, including identification of the next QEP topic and implementation of institution-wide administrative assessment metrics.
	+ Review and, where necessary, revise emergency preparedness policies and procedures and ensure the implementation of related, regular, campus-wide training.
	+ Develop and begin implementation of a long-range agenda to improve instructional space utilization.
	+ Prioritize business processes for movement to electronic format; begin the transition for those at the top of the priority list.
	+ Undertake a comprehensive review of bookstore operations to determine its most effective trajectory.
	+ Pursue implementation of WCU’s new compliance framework with an initial focus on campus safety and sexual harassment and assault.
	+ Complete the business process improvement priorities already identified:  telecommunication system, electronic access system, and implementation of the Data Warehouse.
	+ Strengthen WCU’s efforts to enhance diversity, an early step toward which will be hiring a chief diversity officer.
* Sustain Enrollment Growth.
	+ Shepherd the mixed-use and Brown Hall construction projects, the completion of which will help us to accommodate student housing and dining demands.
	+ Complete and begin implementation of the long-range plan for the Biltmore Park instructional site, a plan which will both address the graduation and professional educational needs of the greater Asheville-Hendersonville area and build enrollment in that metropolitan area.
* Expand WCU’s External Presence.
	+ Complete and begin implementation of the new marketing and communications plan for the university.
	+ Ramp up the university’s fundraising agenda.
	+ Launch the new Board of Visitors organization to extend the reach of our university through friend-raising, fundraising, advocacy, and alumni development initiatives.
	+ Pursue development of the millennial campus in light of its impending 65-year lease to the WCU Endowment Fund.
	+ Enhance Western Carolina’s relationship with members of the General Assembly.
	+ Strengthen ongoing advocacy efforts for the financial resources and authority necessary to offer competitive salaries to WCU faculty and staff.

Board of Governors September Meeting at Western Carolina

The UNC Board of Governors will hold its September meeting at Western Carolina in celebration of our 125th anniversary.  Meetings will take place September 10-12.  This is a rare opportunity to demonstrate what an incredible university WCU is and to drive home our strategic priorities.

The members of the Board of Governors, President Ross and his senior staff, almost all of the other chancellors and many of their senior staff, as well as elected officials and the media will be here.  Some will begin arriving as early as Tuesday, September 9.  The Board members who were appointed in 2013 will meet for their WCU orientation program on Wednesday afternoon, September 10.  Thursday the 11th will be the heaviest day of meetings with committee meetings taking place in the morning and early afternoon and policy discussions occurring in the afternoon.  The official Board of Governors meeting will take place on Friday morning.  Unless a committee or the Board as a whole goes into closed session, the meetings are open to the public, and I strongly encourage you to attend.  The meeting agenda will not be available until next week, but we will send it out once we receive it.  The Budget and Finance, Educational Planning, Personnel and Tenure, and Public Affairs Committees may be of particular interest.  All meetings will be held in either the UC or Blue Ridge.

I encourage you to take the opportunity to greet our guests and welcome them to Western Carolina University.  We have an incredible university which, through its faculty, staff, and students, is doing amazing things.  This is an opportunity for us to share that story.

Thanks for all you do!

David Belcher

Chancellor