

**Faculty and Institutional Affairs Committee**  
**Minutes**  
**Thursday, September 16, 2004**  
**3:30 pm**  
**251 Chavis University Center**

Members present: Nancy Barrineau, Betty Brown, Betty Dennis Edgell, Libby Denny, Kay McClanahan (Chair), Jean Sexton, Susan Whitt (Chair of Faculty Development and Welfare Subcommittee), Deb Preston for Rick Crandell (Chair of Faculty Evaluation Review Subcommittee), Teresa Oxendine for Sandy Waterkotte (Vice Chancellor for Advancement), Bill Gash (Associate Vice Chancellor for Academic Affairs), Neil Hawk (Vice Chancellor for Business Affairs)

Members excused: Rick Crandall, Bill Gash (Associate Vice Chancellor for Academic Affairs)

Members absent: Andy Ash

- I. Call to Order: The meeting was called to order at 3:30
- II. Approval of the Minutes of the April 15, 2004 meeting: The minutes were approved with typographical changes.
- III. Approval of the Agenda: The agenda was approved as distributed.
- IV. Reports from Administrators
  - A. Associate Vice Chancellor for Academic Affairs: There was no report because Dr. Gash could not attend the meeting.
  - B. Vice Chancellor for Business Affairs:
    1. Salaries from the Chancellor have been transferred to the BD-119, which is then sent to the Office of the President and the salaries are finalized there. The pay raise, even though not yet official, will be in the September paycheck.
    2. Updating Locklear Hall is in process.
    3. This fall updating Moore Hall will begin.
    4. The social sciences building is in the design phase with construction to start in 2005.
    5. The stadium was let out to bid and came in over. Due to the discussion about adding football, the stadium has been put on hold.
    6. The architects' plan for the University Center addition was too expensive and has been sent back to the drawing board.
    7. The business services building is set to begin in December.
    8. The Facilities Master Plan has been updated in the last few months. The plan is for 12 years, with 4 3-year increments.
    9. Repair/renovation monies are earmarked to try and improve drainage, but until

the town and county work on drainage, there won't be much improvement. One meeting has been held and more are planned.

10. There was mold in the Education Building on books and in some offices. They are trying to bring down the humidity, but the bottom line is the HVAC is running as well as is possible. Dehumidifiers will be bought as needed.
11. Textbooks are going up in price, so it is important to get adoptions in quickly. This allows time to work with jobbers and to purchase used books.

C. Vice Chancellor for Advancement

1. There will be a donor-recipient scholarship dinner that will have campus-wide interest.
2. There will be a Chancellor's Club dinner with a private student performance of *The Importance of Being Earnest*.
3. There will be a donor recognition wall to be housed in GPAC. A letter campaign is planned to cover the \$15-18,000 cost. A phone campaign is planned to follow the Chancellor's Club dinner.
4. The State Employees Combined Campaign has a goal of \$20,000.

V. Reports from Subcommittees

A. Faculty Development and Welfare

1. They were to meet on September 9, but did not due to the flooding on campus.
2. They are still investigating release time for teaching online and plagiarism issues. A Senate ad hoc committee may explore the latter also.

B. Faculty Evaluation Review

1. They are investigating what materials should be submitted to the Promotion and Tenure Committee.
2. They are continuing to study online teaching evaluation.

VI. New Business

- A. People should not be absent from meetings. Two unexcused absences can result in a vote off the committee or subcommittee. Kay McClanahan is willing to speak to offenders.
- B. Dr. Gash will explore the issue of domestic partners being included in leaves of absence. The committee needs to know which campuses include them and how they are defined.
- C. A copyright policy will be discussed at the next meeting.
- D. There is still an issue with parking. When the issue of parking needs was last brought before them, the Parking Board was not very helpful. Now there are fewer faculty-parking places near the Education building, yet there are more faculty members. It appears there may be a need for some reallocation.
- E. The motion was made that the Committee recommend to the Senate that it make a statement to the administration, registering the faculty's displeasure that the salary information, the process by which the decisions would be made, and a time frame for the process were not disseminated in a timely fashion. **Passed unanimously.**

VII. Announcement: Next Meeting – Thursday, October 21.

VIII. Adjournment: The meeting was adjourned at 4:45 p.m.

Respectfully submitted,

Jean Sexton, Secretary  
Kay McClanahan, Chair