**Faculty and Institutional Affairs Committee**

Meeting Minutes

Tuesday, April 24, 2018; 3:30 p.m.

UC 213

*Members present:* Dr. Polina Chemishanova (Senator), Dr. Dennis McCracken (Senator), Dr. Ottis Murray (Senator), Dr. Nathan Phillippi (Senator), Dr. Joe Sciulli (Senator), Dr. Joe West (Senator and Chair), Mr. David Young (Senator and Secretary), Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs), Dr. Stewart Thomas (Vice Chancellor for Finance and Administration), Mr. Mark Gogal (Interim Vice Chancellor of Advancement), Dr. Robin Snead (Chair of Faculty Development and Welfare Subcommittee), Dr. Elizabeth Denny (Chair of Faculty Evaluation Review Subcommittee), and Dr. Walt Lewallen (Chair of Health, Safety, and Environment Subcommittee)

*Special Guest*: Dr. Dennis Swanson, Dean of Library Services

*Guests*: Dr. Elizabeth Normandy (Associate Vice Chancellor of Planning and Accreditation), and Dr. Melissa Schaub

*Recording Secretary:* Mr. David Young (Senator)

I. Call to Order

Dr. Joe West called the meeting to order at 3:30 p.m.

II. Approval of Minutes of March 27, 2018 Meeting

The minutes from the March 27 meeting were approved as presented.

III. Approval of April 24, 2018 Agenda

There was only one correction to be made to the agenda. Dr. Dennis Swanson was recognized as a Special Guest for the meeting and his report was placed under New Business. The agenda was then accepted by the Committee as amended.

IV. Report from the Chair

No report.

V. Reports from Administrators

1. Dr. Scott Billingsley (Associate Vice Chancellor for Academic Affairs) reported on the following matters:
* University College Website. The Office of Academic Affairs will add a web page that briefly explains the University College and includes links to relevant documents.
* Dean. The Search Committee for the Associate Vice Chancellor and Dean of the University College will be chaired by Dr. Irene Aiken, Dean of the Graduate School. Dr. Aiken is currently assembling the Search Committee.
* The Hub. The first floor of Lumbee Hall will be remodeled to create a more open space for prospective students to interact with staff in the enrollment and cashier’s offices. Each prospective student will interact primarily with one person who will address all of their questions and concerns regardless of the nature of those questions. The construction project is slated to begin after spring commencement and completed by August 2018.

1. Dr. Stewart Thomas (Vice Chancellor for Finance and Administration) reported the following:

\* Prospect Road Construction. Phase 2 of the Gas Lines project to begin in Summer 2018.

\*Information Technology. As an information technology updated, Dr. Thomas stated that there would be some upgrades refreshes done to the wireless network on campus.

\*Strategic Direction for University. In 2019 & 2020, the UNCP Mission Statement will be examined. All effort will be made to ensure that the University’s faculty, staff, and students are served effectively.

At the conclusion of his report, Dr. Thomas was asked what will happen to the current School of Business Building once the new School of Business is built and the occupants move. He will look into this situation and report back at a future FIAC meeting.

1. Mr. Mark Gogal (Interim Vice Chancellor of Advancement) reported the following:

\*#We Are UNCP campaign. The campaign generated a total of 545 donors and this total surpassed the Office of Advancement’s goal.

\*On April 20, a “cash bash” event was held on campus and over 450 people attended. Mr. Gogal stated that the University made more gross revenue in 2018 versus 2017. He also said that total cash pledges increased by a total of 40% from 2017.

\*As for the Office of Advancement personnel searches, Mr. Gogal stated that a Vice Chancellor Search has resumed, and that Dr. Stewart Thomas is part of the Search Committee. Hopefully, a new individual will be in place by July 2018. In the meantime, Mark continues to serve as Interim Associate Vice Chancellor in Advancement.

VI. Reports from Subcommittees

1. Dr. Elizabeth Denny (Chair, Faculty Evaluation and Review Subcommittee) made the following report:

\*The only action item brought forward by Dr. Denny was for FIAC to consider the FERS request that an annual review of phased retirement practice be evaluated. After some discussion, the FERS action item passed by the following vote: 10-0-0.

1. Dr. Robin Snead (Chair, Faculty Development and Welfare Subcommittee)

After some discussion, FIAC took the following actions regarding the proposals brought forth by Subcommittee Chair Dr. Robin Snead:

\*FIAC kicked all FDW action items back to FDW, for two reasons:

a). the actions were not sent to general faculty (no one could find the original email from the Faculty Senate Chair)

b). the actions have HUGE implications for faculty … and FIAC needs much more clarification from Bravebook/FDW. The vote was 10-0-0.

\*FIAC approved the FERS changes 10-0-0.

1. Dr. Walt Lewallen (Chair, Health, Safety, and Environment Subcommittee)

\*A member of Facilities Management is looking at safety door locks for buildings on the UNCP campus. For example, Old Main was examined and the cost for changing the door locks is $50,000.

\*Hand rails were installed at the back of the Adolph Dial Building.

\*Dr. Lewallen also wondered when the construction would begin on the Prospect Road project.

VII. Old Business

 None.

VIII. New Business

Dr. Swanson Report about the Library. Dr. Swanson had been invited to the FIAC meeting to discuss changes going on in the Library and to answer any questions Committee members might have. Dean Swanson’s short report can be summarized as follows:

a). Weeding Project. The Library is in the process of removing second copies of items. Regarding print and electronic journals, the print version is removed if we are already paying for an electronic version (which is already existing in the system).

b). Only 41 % of the collection has been published since 2000. The current library collection is aging, and newer materials are ordered if there’s money to do so.

c). Open Shelving. The open shelving on the first floor is a result of removing items that are available already in electronic format.

d). The Library is reducing the size or “footprint” of the Reference Collection by 70 %.

e). Overall, there’s an effort underway to make the collection more “user-friendly.”

 At this point, Dr. Swanson answered questions from FIAC members and meeting guests.

IX. Announcements

It was announced that this was the last meeting of FIAC for the 2017-2018 academic term.

X. Adjournment

The meeting was adjourned at 5:00 p.m.

Respectfully submitted by:

Mr. David Young

Senator and Recording Secretary