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

**Tuesday, January 15, 2019 at 3:30pm**

**University Center 213**

**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)

Order of Business

1. Call to Order – 3:33pm
2. Approval of Minutes from November 20, 2018
3. Approval of Agenda
4. Report from the Chair
* Senate did not like the characterization of campus safety and FIAC needs to send a letter to facilities concerning safety matters. There is an ongoing threat assessment that should be completed by the end of this semester. It is general and I will send it out so everyone on FIAC can look at it and make suggestions. Protocol for 911 has been fixed. There is an address that the dispatch for emergency services will respond too.
* Signs in classrooms need to be changed to stress that 911 should be called before campus police.
* Academic Affaires passed on course caps to FIAC which will be passed on to (FDW?)
* Should there be a discussion to change tenure portfolios to electronic format? It is being looked into, the biggest issue is what software would be best to use since Canvas cannot be used outside of classroom use.
1. Reports from Administrators
	1. Vice Chancellor for Finance & Administration
* Request or discussion being reported to the committee results will go into campus risk registry, study was brought forward by the university system.
* Enterprise management survey for tier 1 administration. Biggest concern was uncertainty of the future if NC Promise ends.
* New strategic plan is the second largest concern.
* Third concern is how protected are we from cyber attack
* Fourth concern is the high turnover in senior leadership
* Fifth concern was from preparedness from natural disasters.
* Financial information: Budget relocation plan 17-18 $3,726,681 was reduced.
* With enrollment growth we will receive an additional $5,725,281 which should bring the university back up to pre-recession budget.
* Student receipt 10. 4 million; buy down 16.1 million 5.7 million dollars added to the bottom line.
* Compensation may increase to cover those faculty that are below the 20th percentile in pay.
* Faculty positions and operational budgets are being looked at to spend the budget increase on.
* The university is in high demand with NC promise total student population for next year is 8044. Housing is becoming an issue, 224 beds short, rfp, rfi for new bed construction (fall 2020) a company contracted to create 179 beds by fall of 2019. Metcon/Miles Boulton 96 beds will be open by August 1st.
* Housing consultant group has been hired for future planning of housing. Should be in by April.
	1. Vice Chancellor for Advancement
* Campaign for this summer for comprehensive spending (project growth) will be created from Town hall meetings to be held by departments so they can decide how to grow funds (Agenda)
* Priorities are to be set for campaign projects
* Hiring more staff in advancement office
* 24 hour campaign Thursday March 21st for donors
	1. Associate Vice Chancellor for Academic Affairs
	+ Graduation numbers for fall 2018
		- Grad – 93
		- UG – 349
	+ Enrollment numbers for spring and fall 2019
		- Spring – 6778
		- Fall – Freshmen apps up 119%; transfer apps up 36%
	+ Global Engagement
		- AVC – Feb. 4
		- Asst. Dir. of International Admissions
1. Reports from Subcommittees
	1. Faculty Development & Welfare
* Skillsoft learning management will partnership with the TLC to hopefully be more effective training during the summer. Probably the same training modules as last year.
* Chairs responsibility to monitor if the training is being completed by faculty and staff. Chair has to contact HR to confirm.
* There is concern about making the modules more in line with faculty and staff (the university) then being generic.
* Committee for Braves kickoff will be started next week
* Rules for office hours were handed out and looked for discussion. Two sentences were added pertaining to electronic versions (WebEx , Canvas, etc.) and the posting of hours on faculty doors. Not voted on because it was not presented with enough time for members of FIAC to look at and approve. It will be voted on in February.
	1. Faculty Evaluation & Review
* Committee has not met yet but electronic portfolios are on the agenda.
	1. Health, Safety & Environment
* Walt was absent; Ottis will send out Safety threat survey
1. Old Business

None

1. New Business

None

1. Announcements

Community meeting concerning the removal and disposal of library books tonight

1. Adjournment- 4:52 pm

The next meeting will be held at 3:30 pm, February 19, 2019.