**Minutes for the Faculty & Institutional Affairs Committee (FIAC)**

**August 18, 2020**

**3:30pm; Via Webex**

*Members present:* Nathan Thomas (Senator and Chair ), Gaye Acikdilli (Chair of Health, Safety and Environment Subcommittee), Camille Goins (Senator), Autumn Lauzon (Chair of Faculty Development and Welfare Subcommittee), David Oxendine (Senator), Melissa Schaub (Senator), Rachel Smith (Chair of Faculty Evaluation Review Subcommittee), Joe West (Senator), David Young (Senator), Dr. Scott Billingsley (Interim Dean of Library Services and Associate Provost), Mrs. Virginia Teachey (Vice Chancellor for Finance & Administration), Mr. Steve Varley (Vice Chancellor for Advancement)

*Members absent:* Victor Bahhouth

*Recording Secretary:* David Young (Senator)

**Order of Business**

1. **Call to Order**

The meeting was called to order by Chair Thomas at 3:32 p.m.

1. **Approval of the April 21 2020 minutes**

The minutes of the Tuesday, April 21, 2020 meeting of the Faculty and Institutional Committee were approved.

1. **Adoption of the August 18 2020 Agenda**

The agenda of the Tuesday, August 18, 2020 meeting of the Faculty and Institutional Affairs Committee was approved without any additions or corrections.

1. Report from the FIAC Chair (Mr. Nathan Thomas)

Chair Thomas had no real report other than to ask for a volunteer to serve as Recording Secretary for the 2020-2021 academic term. After a short period of time, David Young agreed to serve as FIAC Recording Secretary.

Chair Thomas did mention the challenging times that all UNCP faculty are facing right now with Covid-19 and hopes that there is a clear plan moving forward as to what the Fall 2020 semester will look like in terms of course delivery and whether or not the University moves to fully online classes given the pandemic.

1. Reports from Administrators
2. Dr. Scott Billingsley (Interim Dean of Library Services and Associate Provost). Dr. Billingsley began his comments by expressing appreciation to the Faculty Advisory Ad Hoc Group and their work over the summer months given the challenges of Covid-19. In terms of enrollment, Dr. Billingsley stated that the Census is August 18, so the enrollment numbers can become more finalized after this date. Right now, the total enrollment numbers (for Graduate & Undergraduate enrollment) is 8224. New freshman numbers are down from last year (20.2%), but new graduate student numbers are higher than 2019 by 44.6%. Class format ratios have been determined as being the following: 40% F2F instruction, 30% hybrid instruction, and 30% fully online. Dr. Billingsley mentioned the Spring 2020 commencement (held August 8 as a “drive through” ceremony) and stated that the event was successful. The Dean searches on campus continue to progress. Dr. Loury Floyd has been hired as the new Dean for the School of Education while the Dean of Library Services position is “to be determined.” Finally, Dr. Billingsley mentioned that Dr. Aaron Vandermeer is the “point person” for any questions faculty might have concerning *Interfolio*, and he stated that information about Spring 2021 term is forthcoming.

1. Ms. Virginia Teachey (Vice Chancellor for Finance & Administration). The report from the Vice Chancellor for Finance & Administration can be summarized as follows:
* The University submitted budget cut strategies to the UNC System Office as a result of Board of Governors Chair Randy Ramsey’s request for 25% to 50% budget cutting plans.  Those strategies were shared via email with the campus community.  We also received a memo from President Hans on August 13, 2020 issuing further financial and operational management guidance.  In summary, it addressed the items below:

Reiterates the importance of prudent financial management, especially for our auxiliary enterprises

Continues the current hiring restriction that allows only critical vacant positions be filled

Intentional focus on reducing non-COVID operating expenses

Limits capital construction projects to only critical needs

* The recent estimates indicate state revenues are down approximately $1.6 billion for fiscal year 2020.  The University relies heavily on state funding and this will have a direct impact on resources.
1. Steve Varley, Vice Chancellor for Advancement. Here below is a summary of the Vice Chancellor’s Report to FIAC:
* YTD fundraising ($158,921 raised as of today, gifts and commitments, as of Aug 25, 2020)
* Significant focus on operational priorities and office process, including
* Database conversion to industry best-of-class CRM completed in July 2020
* Gift receipting and acknowledgement speed, accuracy, and transparency
* Pledge management, accounting, and donor reminders
* Accessibility and training for database reporting
* Appeals and solicitations this FY focused on CARE resource center, Student Emergency Fund, and direct student financial aid needs
* Expect rebranded/simplified annual appeal that targets 100% impact on student financial aid
1. Reports from Subcommittee Chairs
2. Faculty Development and Welfare Subcommittee (Dr. Autumn Lauzon, Chair)

Dr. Lauzon did not really have any specific report, except to say that there had been some discussion among her Subcommittee over the return to classroom teaching for the Fall 2020 semester. There is some uncertainty as to what final course delivery options faculty will be asked to take this upcoming semester, but faculty do recognize that they (in consultation with their Chairs) may have to teach F2F, a hybrid course, or fully online. At this point, further discussion ensued as FIAC members posed several questions to the FDW Chair.

1. Faculty Evaluation Review Subcommittee (Dr. Rachel Smith, Chair)

Dr. Smith did not have any real report to share other than talk about Interfolio and the Student Evaluation of Instruction (SEI) having to be done closer to a faculty member’s annual evaluation. At this point, further discussion ensued.

1. Health, Environment & Safety Subcommittee (HSES) (Dr. Gaye Acikdilli, Chair)

Chair Acikdilli mentioned to the FIAC members that HSES didn’t have its first meeting until August 31. Therefore, there would not be an official report until the September meeting. One of the Subcommittee’s agenda items will be will be providing precise definitions and more information on the UNCP COVID-19 dashboard.

1. **Old Business**

None.

1. **New Business**

None.

1. **Announcements**
2. The next meeting of the Faculty & Institutional Affairs Committee is September 15 @ 3:30 p.m. on WebEx.

**X. Adjournment**

There being no further business, the meeting adjourned at 4:55 p.m.

Respectfully submitted:

David Young (Senator and Recording Secretary)