

MINUTES

Faculty Senate

Friday, November 14, 2014 9:30-11:30 am

Cohen Center 213

In Attendance: Krome, Mary; Acheampong, Daniel; Jiang, Yabing; Zhao, Fan; Anstadt, Scott; van Duijn, Arie; Felton, Shawn; Stecher, Jo; Bevins, Brendan; Felke, Tom; Brown, Trent; Croshaw, Dean; Epple, Michael; Erdman, Rob; Everham, Win; Gunnels, Billy; Hair, Tom; Kakareka, Joe; Keycraft, Kimberly; McDowell, Kimberly; Niner, Patrick; Paine, Morgan; Pavelka, Sandra; Rosenthal, Martha; Sakharuk, Alexander; Strahorn, Eric; Thomas, Serge; Carlin, Anna; Finley, Penny; Hung-Simons, Olivia; Johnston, Vicki; Nguyen, Long; Torres, Jorge; Villiers, Claude

Absent (without Alternate/Proxy): Eugene Hoyt

Guests: Dr. Toll, Dr. Snyder, Dr. Barringer, Jennifer Baker, Cory Mentzer, Elspeth McCulloch, Carolynne Gischel, Cathy Duff, Masami Sugimori, Vee Leonard, Chris Lloyd

Media: Eagle News

Summary:

Agenda Item	Responsible	Discussion	Action/Vote	Follow-up
1) Gathering	Shawn Felton			
2) Approval of Agenda for November 14, 2014	Shawn Felton		Sandy Pavelka Moved Mary Krome second	Approved
3) Approval of Minutes of October 31, 2014	Shawn Felton		Martha Rosenthal moved Tom Felke second	Approved
		Motion to suspend rules for the guests' presentations.		Approved
	General Counsel Vee Leonard HR Chris Lloyd	GC: <u>A director of Title IX compliance</u> has been hired and will begin today. Brandon Washington is a former investigator with the Office of Civil Rights in Atlanta. He will be in the General Counsel's office and will be meeting with representatives to see how he might best serve the campus. Q: How will this new Title IX officer interact with the campus staff? What will be his role? A: A representative from HR as well as the ombuds will act as advisor to the Title IX officer and the committee will be expanded. Some deputies may be appointed to Q- What is the HR and administrative position on hiring from the inside based on <u>the low percentages of internal hires</u> last year? A: (Chris) HR acts in an advisory role and helps to guide search committees and the hiring decision does not rest on HR. A (Dr. Toll) the records reflect that either 8 or 9 internal candidates were hired.		

Q- **Does HR ever confirm that the candidates hired for a position actually do those jobs after hired?**

A: There is a procedure in place for the orientation process to review the job description to make sure that candidates

Q: How does HR make sure that qualifications match the candidates that are brought in for searches?

A: HR is looking at ways the recruiting process could be enhanced. HR is having the conversations on the front end of a search to make sure candidates have the minimum qualifications for a search. Tuesday Lutgert 102 meeting 11 am re survey and have focus groups discuss how the process can be improved.

Q: (Everham) 45 applicants have applied for a current search. Can we have a mechanism to determine who should be removed from a search based on not having minimum qualifications?

A: HR wants to be able to have **a screening process to save search position team's time.** They also do not want to make assumptions. Partnering between colleges and HR need to partner right away.

Q: How will the current background check policy apply to **independent contractors?**

A: As a result of the findings of an audit HR needed to make sure we are compliant. Employment relationships must be examined through the evaluation process. The nature of the job and where this person will be working and how they will have interaction with students for safety concerns. If the person is a contractor, there will be no background check.

A. (GC): There is language within the contract to make it clear what the nature of the job is and what the individual will be liable for and to limit responsibility of the university.

Q: Higher education is a different type of business than others. How do you see enhancing the roles of hires and independent contractors' roles are made clear?

A: The first step as to explore what bottlenecks slowed hiring practices. The HR effectiveness survey was a result of this. HR has explored what is working and where are concerned. Matters of compliance, FGCU culture and work practices, and best practices of HR must always be balanced. HR needs more communication and also recommends that more people attend the meeting next week. Five themes emerged from the survey and focus groups will be formed.

A. (GC) They will rather hear about concerns on the front end rather than later. HR and General Counsel's office need your help in making sure that

Q: (Ari) The hands on session and benefits fair. Why were there no communications from HR during the open enrollment period?

A: It is good to hear that feedback. Last year's plan was followed this year. We recognize that our benefits package is attractive to new candidates and for retention. A focus group recognizes that communication about benefits needs more information.

A: (GC) General Counsel's office will be announcing to all faculty about the benefits fair.

Q: How does your office develop protocols for hearing from only small groups of faculty? EXAMPLE: a member of the faculty was stuck in another country. How does HR deal with issues that are very specialized?

A: HR may not always know about **international travel issues**. A focus group on the website might be specialized for international faculty. Generally speaking the interaction with faculty and HR staff is positive but there are still many issues of lack of understanding and need for more information about how HR systems operate.

A (GC) It is true that HR may not have all of the expertise to handle international issues. Outside counsel must be contacted for assistance that sometimes takes time in response.

Q (Jo): **As this university is growing globally, is it a consideration to have an immigration attorney?**

A (GC) We do have an attorney (Lisa Jones) who does have immigration experience. However, there are issues that sometimes require outside assistance.

Q (Morgan) A colleague who has a student with significant medical issues approached student services to express his lack of experience in dealing with this situation. Another example of a student who comes to class smelling of alcohol and working with dangerous equipment in the classroom. What is faculty position and liability in either of these situations? **Under what circumstances can faculty refuse students from attending classes when their situation may be dangerous to themselves and others?**

A (GC) Further research will be needed since she had not heard about this before. Adaptive services outline guidelines for classroom situations; however, not all students register their disabilities. She will research and get back to us.

Q: (Morgan) Concern about Sunshine Statutes for the BOT sending a letter via email. Is the process of BOT sending emails to other members of the BOT within the Sunshine statutes?

		<p>A (GC): The issue is not with sending communication one way, but rather two way conversations or the flow of conversations is a violation.</p> <p>Q: (Morgan) Have we seen all of the communications that have been sent one way?</p> <p>A: (GC) You may request all communications via Susan Evans if you feel you have missed any communications.</p> <p>Q; (alexander) Concern over how to find information for change of personal information</p> <p>A: On the HR website there are forms for all changes of information.</p> <p>Shawn: Thanked the guests for clarifying important issues for all of us</p>		
	<p>Jennifer Goen Director of Human Relations Sharon Rogers, admin.</p>	<p>Summary of what has been going on so far in Tallahassee and BOG:</p> <ul style="list-style-type: none"> ▪ Bright Futures ▪ Capital outlay ▪ CROP ▪ PBF is the main the main theme not only in Florida ▪ Tuition ▪ \$8.1 million was received last year ▪ We are at \$48 M of recurring revenue right now ▪ The plan this year is for \$300 M with \$200 to be put up by the universities ▪ PECO ▪ \$7 M for south access (approved) ▪ \$9 chiller plant (approved) ▪ \$3.9 academic aid (approved) ▪ LDR (legislative budget requests) ▪ March revenue estimate <p><u>FGCU Day March 24th will be held in the state capital.</u> A mix of people will be invited to go to Tallahassee to show what our school is all about</p> <p><u>Eagle Advocacy January 28th</u> with information on the website.</p> <p>Dr. Felton and Dr. Toll have been instrumental with their work in Tallahassee.</p> <p>Q: (Felton) How can faculty senate been involved in a meaningful way?</p> <p>A: Understand the issues and the details. Look for themes and show support for issues that really concern FGCU.</p> <p>Q (Everham) Make sure to communicate with Dr. Felton to get messages to senate to watch the issues.</p> <p>A: We will make sure that Dr. Felton and Dr. Toll get that list to bring to senate.</p> <p>Q (Everham) We would like to make sure that FGCU Day showcases what FGCU is all about.</p>		

		<p>A: We will be working with Dr. Felton to make sure Faculty Senate has a voice since we have an impact in what happens at the BOG.</p> <p>Q (Morgan) The legislative agenda will be approved when?</p> <p>A: January will be the time. The election cycle turns over every two years.</p> <p>Q: (Tom) All social work students will be in the capital on March 24 as well.</p> <p>Reminder for Eagle Advocacy.</p>		
4) Old Business	Masami Sugimori	<p><u>Action Item: PDFG Guidelines</u></p> <p>Review of the 4 proposals for the changes (\$1500 cycle cap, strength of budget plan, revising scoring, activity reports) Opened up the plan for discussion.</p> <p>Q (Johnston) – clarification on what the activity report allows.</p> <p>A: (Felton) This new rule is to show outcomes as well as to prevent any gaming of the system.</p> <p><u>Discussion on Motion</u></p> <p>Morgan – Concerns about the scoring.</p> <p>Tom – Support of the scoring.</p> <p>Masami – in the section on significance and university or unit benefit, most other areas are discussed there as well.</p> <p>Everham: Clarified how this supports colleagues whose emphasis is not teaching.</p> <p>Mary – Concerns and questions about the cap of \$1500.</p> <p>Masami – More people will be able to be funded with the cap and the questionnaire and the data of past funding shows this will help with a more thoughtful budget plan.</p> <p>Mary – Why is international excluded</p> <p>Masami – Since international travel is more expensive the cap would not be necessary.</p> <p>Masami – the committee will continue to work on details and concerns. You are encouraged to share suggestions with the committee.</p>	Vote on Motion 27 to 4	Motion Passed
5) New Business		<p><u>Information Item: Senate Initiatives – Faculty Classifications and Universal Promotion Document</u></p> <p>Shawn – Both issues need adhoc teams. The officers and the Senate Leadership will be drafting charges so that by January we can begin moving on these issues. We need broad buy in by instructors and members affected by these issues. We are not trying to bargain or violate any standing procedures.</p> <p>Discussion about the importance of being involved and communicate and get direction.</p> <p>Morgan – There have been messages sent to him about concern over the one document for promotion. The union will have a say in whether this is accepted or not and wish to be a part of the conversation.</p> <p>Martha – We need much more clarification on the details before the discussion can continue.</p> <p>Dr. Toll – He floated the idea of the one document in</p>		

		<p>September. He will meet with any group and respond to questions. He is calling for a mechanism to have good conversation about the one document. He recognized the comments of others including the idea of being able to present the one document to candidates. His experience from other universities tell him ours are the longest and most complicated documents he has ever seen and this has been supported by the comments of new faculty. Our shortest document out of 6 is 43 pages. Some colleges have been working on their documents for 3 years. There seems to be an evolution toward similar documents recently (the A & S document as a model). His intent has not to be to harm anyone.</p> <p>Move to extend for 5 minutes.</p> <p>Taking out the redundancy will be a benefit with still a place for individuality in the addendums. This was all meant to be a positive change with no down sides.</p> <p>(Villiers) suggestions – Fear of condensing the document. People need to be able to be confident.</p> <p>(Martha) Her feeling is length eliminates stress by being able to cover all bases.</p> <p>Felton – We now have a better direction based on your comments.</p>		
	<p>Carolynne Gischel Cathy Duff</p>	<p><u>Information Item: FGCU Distance Learning Task Force Committee</u></p> <ul style="list-style-type: none"> ▪ Purpose to develop a strategic plan for online learning. ▪ Task force members were listed. ▪ Outline of what the task force has done. (Review of previous task force, review of resources and best practices, strategic plans of other SEC institutions) ▪ Drafted a preliminary report. ▪ Communicating with the Faculty Senate Technology Team ▪ There is cross over between on line learning and technology team. ▪ Preliminary recommendations are continually in the process of update. ▪ Focus at this point is on gathering input from students, faculty, and staff. ▪ Survey, town halls, open forums, all will be used to gather information. ▪ Website available to see their progress and background. <p>Q: (Scott) Are you looking for a course design or the method of instruction and interaction with students?</p>		

		A: The report will be very global and all inclusive such as the purpose and outcomes of on line learning.		
6) Standing Reports	Dr. Toll	<p>a. <u>Provost's Report</u> Responding to questions Q: Several departments are without <u>chairs and program leaders</u>. What steps is the university taking to resolve issues related to chairs and program leaders. A: Colleges are not without these leaders. There are interims. He has heard of unlevel set of responsibilities among this leadership. In some departments, chairs are doing the majority of the work in areas where sizes are very different. He was uncomfortable with the inequity of the differences in responsibilities. There needs to be flexibility. The new chairs receive \$4500 regardless of the size or the complication or complexity factor within the differences among colleges. Suggestion: Can chairs and program leaders compensation be measured using a matrix with size and complexity as factors? Q How are you engaging student government in major decisions such as MW to MWF schedules? A: He has monthly meetings with officers in student government. Student leadership brings issues to him and visa versa. He met with former leadership of SGA and had been told about that they had rejected the idea of sending out a survey. The union sent out a survey to faculty with about a 80 or 90 person response. <u>Public Forum on Mission Statements</u> – We are encouraged to attend. Edwards Hall first floor. <u>Academic Program Review</u> – brief summary of which suspended programs were voted to be discontinued. Dr. Felton will summarize in more detail. No degrees were exterminated. <u>Regulation Change on Grievances</u> – Those changes do not relate to in-unit faculty. Q: (Martha) Can you tell us what is happening with the <u>smoking ban policy</u>? A: The president has developed a plan based on what other institutions have done and his direction will be released soon. The president's research has been borrowed from some best practices of other institutions. Q: (Mary) How will we be informed about the grievance policy you mentioned. A: The announcement will go out to all. He is emphasizing that it does not apply to in-unit faculty.</p>		
	Nicholas Gallo Elspeth	<p>b. SAC Report Communication and shared governance is their focus. Employee of the Year and Best of the Flock continue to be</p>		

	McCulloch	voted on.		
	SGA Vice President – Cory Mentzer	c. SGA Report No report.		
	Beth Elliott	d. UFF Report Shawn for Dr. Elliot. Oct 13 began bargain. IBB (interest based bargaining process) training has begun.		
	Shawn Felton	e. Senate President’s Report <ul style="list-style-type: none"> ▪ Thanks for attendance at the BOT. ▪ Program Review had some major movement in their discussions about suspended programs. Trustees were asking for a metrics to determine how programs become suspended. Nothing final yet. December 10th meeting things will go to the full board. ▪ Presidential Evaluation – Also not final. A draft document came out with a 5 to 1 vote and will be vetted by the full board on December 10th meeting. Dec. 10 1-4 pm in the ballroom. ▪ Strategic Plan Updates. Edwards Hall 1-4 today. ▪ Promotion Workshop 9-12 on Monday 11-17 in the Cohen Center Ballroom ▪ RSVP for Commencement ▪ Basketball games – A thank you for the invitation to the President’s Box for the Women’s Basketball games. ▪ A reminder about the Thanksgiving break being limited to the days off Wednesday through Friday. ▪ In response to Dr. Gunnels leaving in unit, an election for Vice President will take place in December 5. ▪ December 4th Senior Expo- an awesome evening to see students’ projects. 		
7) For the Good of the Order		none		
8)Announcements		none		

Next Senate Meeting: December 5, 2014

Next Senate Leadership Team Meeting: