

University Council
February 11, 2019
President's Conference Room

1 Call to Order

Dr. Wilsie Bishop called the meeting to order.

2 Roll Call

Ms. Amanda Mowell called the roll. Those in attendance were: Dr. Bert Bach, Dr. Joseph Bidwell, Dr. Wilsie Bishop, Dr. Debbie Byrd, Mr. Scott Carter, Dr. Cheri Clavier, Dr. Dennis Depew, Dr. William Duncan, Dr. Susan Epps, Dr. Bill Flora, Ms. Megha Gupta, Dr. Mike Hoff, Dr. Keith Johnson, Dr. B.J. King, Dr. Karen King, Dr. Claudia Kozinetz, Dr. David Linville, Ms. Candy Massey, Ms. Stefanie Murphy, Dr. Brian Noland, Dr. Rick Osborn, Ms. Pamela Ritter, Mr. Jeremy Ross, Dr. Joe Sherlin, Mr. Joe Smith, Ms. Alicia Williams, Dr. Randy Wykoff

Those absent were: Ms. Bridget Baird, Dr. Jane Jones, Mr. Ed Kelly, Dr. David Roane, Dr. Ramona Williams,

Others in attendance: Ms. Nicole Collins, Ms. Mary Cradic, Mr. Nathan Dugger, Mr. Devon Waldroff, Mr. Andrew Worley, Ms. Amanda Mowell

3 Standing Items

3.1 Approve minutes of January 14, 2019 meeting

A motion to approve the January 14, 2019, minutes was seconded and unanimously approved.

3.2 Review agenda

Dr. Bishop noted that the KPI focused discussion (item 6.1) would be postponed.

3.3 President's Report

Before giving his report, Dr. Noland honored two individuals, Leah Tilson and Debbie Gore, for their work related to the Culp University Center.

Dr. Noland then spoke about the legislative session and outlined several key issues pertaining to higher education – pharmacy, adult beverages on campus, tuition and fees, safety, and culture. He explained that Dr. Debbie Byrd joined him in Nashville to meet with members of the General Assembly regarding legislation that would provide scholarship funds, managed by the Tennessee Higher Education Commission (THEC), for in-state students attending the Gatton College of Pharmacy. The University of Tennessee has introduced legislation that would allow the sale of alcohol at sport facilities, which Dr. Noland said is of interest to ETSU in regard to events held in the Millennium Center and the forthcoming Martin Center for the Arts. He expects more conversations around tuition and fees following the passage of the Tuition Transparency and Accountability Act last year, specifically the rising cost to attend college. Dr. Noland also anticipates the introduction of bills related to campus

safety, particularly the ability of individuals to bring weapons on campus.

Because Governor Bill Lee's State of the State address is scheduled for March 4, the state budget will not be available until March 5, which will delay the typical schedule for budget deliberations. Dr. Noland anticipates a strong budget for higher education and said THEC is optimistic about funding for the proposed Humanities building and pediatric sub-specialties. Technical education and rural initiatives are two major policy themes being discussed by Governor Lee. Dr. Noland said he met with members of the governor's staff to walk through a proposal that would create a Center for Rural Health Research and remains hopeful that ETSU will be included in Lee's rural initiatives when they are announced.

Discussion ensued surrounding what type of safety legislation could be introduced. Dr. Noland said it would likely involve the expansion of current laws, specifically students' right to carry on campus. The Board of Trustees, he added, continues to support the current policy in place.

The Budget Advisory Committee is examining budget requests and all vice presidents have presented budgets at least once, but the delay on the governor's budget has slowed the progress of the university budget and delayed the budget presentation to the Board of Trustees to at least April. In addition to the state budget, Dr. Noland said several exploratory fee proposals are being considered:

- Changing from 12 to 15 credit hour threshold
- Block scheduling
- Fee simplification across academic programs

Fees should be clear and straightforward, Noland added, and if fees are set at a certain amount, many students do not pay that because they take more than 12 credit hours, and it is currently difficult for families to estimate cost. Dr. B.J. King said a workgroup was formed to determine how this would work from a systematic standpoint.

Dr. Noland provided an overview of construction projects. He said Lamb Hall renovations are delayed until the design of the addition to the building is finalized and approved by the state. If the proposed Humanities building makes Governor Lee's budget, planning will begin to replace the Campus Center Building.

The process to bring fraternities on campus is underway, Noland said. Fraternities willing to invest resources to move on campus will inhabit homes on Walnut Street, but a transition plan for offices currently in those homes has not been finalized.

Dr. Noland discussed long term planning initiatives in respect to senior leadership positions. He said the late Dr. Angela Lewis carried two major roles and responsibilities – diversity, equity and inclusion as well as community service and outreach. He announced that Dr. Keith Johnson was named special assistant to the president and for the spring semester will lead the university's diversity, outreach and inclusion efforts. Dr. Johnson has been charged to create an advisory committee

to frame a vision and action plan moving forward. Dr. Noland said a national search would begin to replace Ed Kelly upon his retirement. This position in University Counsel will oversee the Compliance Unit. A Chief Compliance Officer will also be hired to lead the Compliance Unit and oversee all Title IX investigations. Dr. Noland noted that another member of University Counsel, Troy Perdue, retracted his resignation and has returned to ETSU. Dr. Jane Jones, chief of staff, also announced her retirement, and Dr. Noland said a search for that position will begin later this semester.

3.4 Call for Voluntary Reports of UC

Scott Carter noted that the SoCon basketball tournament is in March and this has been one the best years for ETSU men's basketball in SoCon history. He said conversations have been taking place about how the conference can improve its profile nationally to gain an at-large bid in the tournament. He said baseball, softball, track, and tennis are all underway. A banner was hung in Brooks Gym to honor Dr. Janice Shelton for her service to ETSU Athletics.

Megha Gupta said the application deadline is approaching for the student representative on the Board of Trustees. SGA will host Civility Week focused on "dialog across divisions" with keynote speaker Kareem Abdul-Jabbar. Appreciation Week will be expanded to include students and will culminate with the SGA Spring Concert featuring country music singer Scotty McCreery and two local artist. Ms. Gupta said there are several senators who are passionate about increasing pay for adjunct faculty and they have started a petition and hope to hold a rally. Several SGA members recently attended the Tennessee Roundtable with eight other universities and collectively wrote two pieces of legislation. SGA has been focused on increasing student representation, and Ms. Gupta said she has spoken with Dr. Noland about having a student representative on the Budget Advisory Committee.

Dr. Bill Flora reported that the Faculty Senate has several sub-groups making recommendations on a wide variety of projects ranging from campus communication to shared governance and the evaluation of deans. The process to elect the next faculty representative to the Board of Trustees is underway.

Stefanie Murphy said members of Staff Senate are planning the Staff Appreciation Picnic scheduled for May 10 with the theme "Staff Have Talent."

Dr. Bach noted that several presentations were made to Academic Council concerning consideration and uses of various types of software.

Alicia Williams shared several upcoming Graduate and Professional Student Association events including the monthly thesis support group, and two workshops on grant writing as well as GPSA funding. A presentation event will also be held for students who received funding from GPSA to attend conferences. GPSA is looking for someone to lead a new workshop on how to get the most out of conference attendance. Williams said the GPSA would like to engage more online students.

Dr. Karen King reported that Information Technology Services is finishing the

implementation of two-factor authentication.

Dr. William Duncan said a group of faculty is reviewing electronic grant management systems, and plans are being finalized for the upcoming Appalachian Student Research Forum. A search is ongoing for a new IRB director. Research and Sponsored programs is working with ITS to establish an arrangement with Amazon Web Services to provide data storage and protection, but will not replace Redcap.

Dr. Joseph Bidwell said the Council of Academic Chairs met to discuss steps in becoming a trauma-informed campus.

Jeremy Ross said THEC representatives were very complimentary of ETSU's new academic programs and how well the university is meeting established benchmarks.

4 Action Items

4.1 Old Business

4.1.1. Structure for the Budget and Strategic Planning Sub-Council

Dr. B.J. King presented a budget process flow chart ([attached](#)). She said the chart shows two activities going on simultaneously that begin in September. On the left, is the process and timeline of the BSPSC, and the right side shows the budget model process. The flow chart begins with the review of expenditures as required by the Tuition Transparency and Accountability Act and the review of credit hour production. In October and November, the council begins working with VP's to develop the budgets from colleges and units. Budget hearings are held in December. She said the university has remained on target until recently due to the delayed release of the state budget, which consequently also delays the budget proposals to the Board of Trustees. Dr. King outlined two scenarios for when the budget will be presented to the Board of Trustees:

- Called meeting of the Finance Committee in March and take forward salary and tuition proposals to the regularly scheduled April meeting
- Called meeting of the Finance Committee in May and take forward salary and tuition proposals to a called full board meeting in June

Dr. King said neither of these scenarios is what she intends, but believes the budget process will get back on course next year.

In working with the committee to create the flow chart, the group was not able to address membership questions posed at the January meeting, such as the consideration of staff representation on the committee. Dr. King said a student member of the committee was also suggested.

Dr. King stated that the Tuition Transparency and Accountability Act requirements could further delay the budget presentation to the Board of Trustees because the proposed tuition and fees must be posted for public comment for 15 days before the Board of Trustees meeting.

4.2 New Business

4.2.1. Updated Alcohol Policy

Nathan Dugger explained that the Alcohol Policy was previously approved by UC and the Board of Trustees in 2017, but it has been reformatted to meet the new policy template and updated following the acquisition of the Millennium Center. He said minor revisions were made to the policy, no substantive changes, and was streamlined to make it easier to understand. A new procedures section was added that replaces the required paper form with an online dynamic form. Dugger added that the Vendor Statement of Responsibility form would need to be completed for events utilizing a third party other than Sodexo.

Dr. Susan Epps made a motion to approve the updated policy and Stefanie Murphy seconded.

A brief discussion focused on item IV in the policy. The group determined that the item is not procedural and belongs in the policy based on how it is worded.

The [Updated Alcohol Policy](#) was unanimously approved.

4.2.2. Mission Profile Update/Carnegie Classification

Dr. Mike Hoff

Dr. Mike Hoff distributed copies of the 2017 Institutional Mission Profile submitted to THEC and the proposed 2019 Institutional Mission Profile ([attachment](#)). He asked members of the UC to submit any suggested edits to the document by February 25 and the final draft will be brought before UC at its March meeting for approval. Dr. Hoff explained that the profile is part of a booklet that includes mission profiles for all state institutions. He also noted that revisions by the Carnegie System has resulted in the reclassification of ETSU to an R2 research institution.

5 Information Items/Presentations

5.1 Security/Emergency Preparedness Presentation

Mr. Jeremy Ross began the presentation by outlining the complexities of emergency preparedness. Whenever an incident occurs, at any hour, the Public Safety Team comes together to quickly identify if it is a communication issue, evacuation issue, a Clery Act issue, etc. and moves very quickly to make decisions and take action. Ross pointed out that the utilization of more ETSU Community Service Officers instead of third party security and other police officers would allow for more service-oriented and personalized interactions. Additionally, he mentioned that new capital projects over \$5 million will be subject to safety specifications and noted the completion of the Emergency Operations Center (EOC).

Chief Nicole Collins said [changes](#) are being made to make campus safer. She recently attended command-level FEMA training covering several complex emergency scenarios. She said when talking to colleagues at other entities they were impressed

that ETSU Public Safety has implemented Incident Communication Center Structure (ICC) and she expressed gratitude for being able to “plan for success.” Chief Collins said she would like to decrease the use of outside security vendors and hire more Community Service Officers who are invested in the campus community. However, training sessions will be available for vendors who work with ETSU regularly.

Chief Collins noted that all academic spaces now have locking doors, but said mandatory trainings for campus personnel and students is needed. She outlined a proposed campus security app and emergency alerts system that would be opt-out only for all students, as well as additional cameras that produce sharp images – all offered by one vendor. Both could be implemented by fall 2019. Chief Collins also mentioned that a table-top exercise will be held annually in October and that Public Safety dispatch has expanded its list of entities to contact during emergency situations.

5.2 Update on Strategic Plan

Dr. Mike Hoff said he will add the planning process to the Budget and Strategic Planning Sub-Council flow chart. Additionally, an administrative review process is forthcoming, he stated, because the primary focus has previously been on academic reviews.

Dr. Hoff summarized a workshop with Student Affairs. The group discussed the implementation of:

- E-portfolios as a high-impact practice that students can use to remember what they created and learned in past courses so that they can explain it to employers
- Comprehensive brand for Student Affairs that can be communicated to prospective students
- More meaningful experience for student workers

The reason strategic planning matters, he said, is because when it comes to personnel matters, budget, safety etc. it is easy to become trapped in the emergency of the day, but the plan is meant to help re-focus. Following the spring semester, Dr. Hoff recommended a review of the strategic plan that includes the development of immediate, intermediate, and long-range goals. Those will align with the Vice President evaluations. He said revisions of the current plan submitted last year will be requested and collected.

6 Focused Discussion – Dr. Bishop moderating

6.1 KPIs

This item was postponed.

7 Announcements

Dr. Cheri Clavier said the SACS 5th year interim report preparations are coming to a close.

One part of the report goes out in two weeks and the other part is due by March 15 and the results will arrive in June.

8 Adjournment

The meeting was adjourned at 10:30 a.m.