

## **Interim University Council**

**Date:** March 21, 2016

**Time:** 8:15 a.m.

**Location:** D.P. Culp University Center, East Tennessee Room

**Attendees:** Dr. Brian Noland (chair), Dr. Gordon Anderson, Dr. Bert Bach, Dr. Wilsie Bishop, Dr. Larry Calhoun, Dr. Ranjan Chakraborty, Dr. David Collins, Dr. Wallace Dixon, Dr. William Duncan, Dr. Susan Epps, Dr. Virginia Foley, Dr. Jane Jones, Mary Jordan, Ed Kelly, Dr. Karen King, Stefanie Murphy, Pam Ritter, Dr. David Roane, Jeremy Ross, Dr. Janna Scarborough, Joe Smith, Patricia Wheeler, Josh Whitlock, Mary Cradic (staff support), Jennifer Hill (recording secretary)

**Guests:** Dr. Mike Hoff, Dr. David Linville, Tammy Hamm, Diana McClay, Mary James, Raven Moody

### **MINUTES**

Dr. Brian Noland opened the meeting and welcomed those in attendance.

#### **Approval of Minutes**

The minutes from the February 8, 2016, meeting were approved.

#### **Special Recognition**

President Noland presented to Dr. Wilsie Bishop a framed proclamation from the State of Tennessee honoring her for her accomplishments. He expressed appreciation to Dr. Bishop for all she does for ETSU and the state.

#### **Next Meeting**

Dr. Noland noted that the April meeting of the Interim University Council (IUC) will be significant; materials to be discussed will be provided to members in advance. A called meeting will be held two weeks afterward.

#### **Annual Institutional Review of Graduate Medical Education Office**

Dr. David Linville gave an update on Graduate Medical Education (GME) at ETSU (*see attached PowerPoint presentation*). He discussed the purpose and history of GME and the described the new accreditation process through the Accreditation Council for Graduate Medical

Education (ACGME). He shared the number of GME graduates over the past 10 years (741), the numbers of funded positions at the regional hospitals and physician practice centers affiliated with the Quillen College of Medicine and the accreditation status of those practice centers – most have continued accreditation, three are under continued accreditation with warning, and one is under probationary accreditation. Dr. Linville discussed the institution’s action plans to improve those programs and the GME program as a whole, and noted that the ACGME works hard to help programs succeed.

In response to a related question regarding the recent Match Day for Quillen’s graduating medical students, Dr. Linville explained the matching process between medical students and residency programs. He reported that 100 percent of ETSU’s graduating class of medical students matched with residency programs across the country, and that ETSU’s residency programs are filled and ready to go on July 1.

### **Overview of Adobe Project**

Dr. Karen King updated the IUC on the partnership project with the Adobe software company that has been in discussion for a number of weeks (*see attached PowerPoint presentation*). This came as a result of Dr. Stephen Marshall, chair of the Department of Mass Communication, who envisioned incorporating Adobe’s Digital Marketing Cloud platform into the marketing curricula. Adobe was interested, and a delegation from ETSU visited Adobe headquarters in January to discuss a partnership. Adobe executives visited ETSU in February and made a formal partnership offer (*details in presentation file*). Dr. King pointed out that this is an exclusive opportunity for ETSU to have a partnership like this, and it would make ETSU the first higher education institution to embed the Digital Marketing Cloud into curricula as an Adobe partner. Pilot programs would include Mass Communication, Digital Marketing and Global Sport Leadership, as well as University Advancement in the second year. This could lead to increases in enrollment and in revenue for the university.

Dr. King noted that the partnership will require approval by the State of Tennessee Fiscal Review Committee; the March 16 meeting of this committee was cancelled and rescheduled for March 24.

### **TBR Accessibility Plan**

Dr. King outlined the recommendations regarding accessibility of information materials and technologies (IMTs, which include textbooks, software, Web content, videos, and more) for individuals with disabilities that have been set forth by the Higher Education Accessibility Task Force for the Tennessee Board of Regents and University of Tennessee systems. She also discussed the steps ETSU has already taken and will continue to take to meet these recommendations (*see last five pages of previous PowerPoint presentation*). Leadership and staff are in place at ETSU to facilitate these steps, and training is available to help faculty and staff to make materials accessible, including course syllabi, which must be made accessible by August. ETSU’s accessibility plan will be taken to Academic Council on March 24.

## **Stipends Report**

In introducing Patricia Van Zandt, chairperson of the Task Force for Review of Stipends and Extra Compensation, Dr. Noland noted that the use of stipends has increased to approximately \$3 million per year, which is the equivalent of a 3.5 percent across-the-board salary increase.

Van Zandt, along with Mary James, Raven Moody, Dr. Janna Scarborough, Tammy Hamm and Diana McClay, discussed the findings of the task force (*see attached PowerPoint presentation and full report*). Van Zandt said that “in a nutshell,” the task force found that “Financial disparity among units, combined with ambiguous policy language and unclear procedures, leads to inequity, inconsistency, and/or abuses in the application of extra compensation and related policies, and in the ability to fund successful job audits.” Some of the issues discovered included inappropriate use of extra pay as opposed to temporary contracts, evidence of “double-dipping” for things that should be part of a regular job, no justification given for pay rates, Banner coding problems, and the chair stipend policy being outdated and not followed.

The task force’s recommendations included following existing and proposed policy; establishing guidelines to justify extra pay; using Banner earn codes; reviewing current/ongoing extra pay to determine whether it should be continued or ended or if it would justify a job audit; and reviewing the chair stipend policy.

The task force’s review of PPP-07 found definitions to be fuzzy, forms not used appropriately, no clear chain of approval, and more. Among the group’s recommendations are adoption of a new proposed policy (Appendix C of attached report), conversion to an electronic approval system, and eliminating the option for the Extra Compensation Fund to *not* pay benefits, making it solely “Fund will pay benefits.”

The task force also found that the Extra Compensation process is sometimes being used in lieu of audits due to departmental/unit financial inequity, lack of a merit plan and other reasons. Recommendations included establish fund pools to pay for job reclassifications and to assist in paying for promotions/transfers, increasing the percentage for promotions from 4 to 8 percent, establishing an end date for all non-faculty Extra Comp requests, and requiring Human Resources review/comment on stipend requests.

## **Strategic Planning Update**

Dr. Mike Hoff reported that the interim plan has been submitted to the TBR and there will be a substantial revision, with the goal of narrowing the focus and developing a plan that aligns with the university budget (*see attached “Strategic Plan, 2010-15” and “Strategic Plan, 2015-25” documents and PowerPoint presentation*).

Dr. Hoff said that SWOT (Strengths, Weaknesses, Opportunities, Challenges) exercise has been conducted with several groups, and from the responses received (*see PowerPoint*), a campus-wide survey will be developed and administered. He also specified ETSU’s “Current Domains” that have been identified – Community Engagement and Student, Faculty, Research and Program Excellence – and said these would continue to be reviewed and incorporated into the development of strategic objectives.

Dr. Hoff said the next version of the plan will be presented in May.

Discussion following the report focused on growth and strengthening student success and the student experience.

## **President's Report**

- **Budget**

Dr. Noland reported that this is a strong year for higher education from a funding perspective. He said that this year, aspects of the state budget are being handled differently, and funding for salary increases will be included with formula funding instead of separate. ETSU will have \$2.9 million in new revenue through the formula, which will allow the university to provide a 1.25 percent salary increase, and Dr. Noland said that when ETSU's budget is brought to the IUC in April, members will see a recommended fee increase commensurate with the revenue needed to bring the university's salaries up to a range similar to that which will be afforded to regular state employees and K-12 faculty.

Dr. Noland said the budget is solid and well within confidence intervals. He encouraged IUC members to be judicious in their use of funds, as any funds left over at the end of the current fiscal year will be used to replenish the university's "rainy day" fund.

- **Fees**

Dr. Noland reported that the TBR, which is currently holding Finance Committee meetings, wishes to hold fees down as it begins deliberating on them soon. Fees will be approved during the TBR's June meeting.

- **Enrollment Update**

Dr. Noland noted that ETSU's enrollment projections for fall 2016 are holding steady, and should be flat at 14,800. He stated that the goal is for this year to be the last year of flat enrollment, following two years of analysis of the impact of Tennessee Promise. ETSU continues to be aggressive in recruitment efforts.

- **Legislative Update**

- **Tuition and Fees** – Dr. Noland reported that all legislation proposed this year regarding caps or restrictions on fees has been sent to a study committee. He noted there is concern in the General Assembly regarding college affordability, and this is likely to be discussed annually.
- **Weapons on Campuses** – Dr. Noland said this legislation is expected to move this week, following the passage last week in the House of "guns in trunks" legislation. He stated that with an "air marshal" bill, any faculty or staff member with a concealed carry permit could bring weapons on campus. He noted ETSU's opposition to such legislation and mentioned some of the unique aspects that would make implementation challenging should the bill pass, including the presence of University School as a "safe zone" on campus and employees working at the VA being governed by federal law.
- **Free Speech Legislation** – Legislation that would have made the entire campus a free speech zone failed, but Dr. Noland anticipates this will be reconsidered next year.

- **Diversity** – Dr. Noland reported that action has been taken in both the House and Senate to take money from the University of Tennessee budget over issues related to diversity, and he expects that this will work itself out by the end of the session. He noted that some questions have been raised regarding a lecture series on the ETSU campus.
- **Privatization and Outsourcing** – Dr. Noland reported that the possibility of outsourcing of some work is still in discussion in Nashville and ETSU will continue to monitor it. He stated that there is no intent for ETSU to participate in outsourcing.
- **FOCUS** – Dr. Noland reported that the FOCUS Act will be in front of the full House and Senate this week and he expects approval in April. He said that 70 percent of ETSU’s proposed recommendations were worked into the amended legislation and thanked IUC members for their feedback. He encouraged IUC members to pay close attention to the “Week in Review” document that is prepared regularly by Bridget Baird, ETSU associate vice president for Government Relations.

### **FOCUS Implementation**

Dr. Noland discussed the implementation of FOCUS. Points include:

- ETSU vice presidents have cataloged all policies involving the TBR.
- An ad hoc committee will oversee the transition of those policies to the campus and coordinate/facilitate policy revisions. Dr. Noland will bring to the IUC the proposed composition of this committee before the end of the spring semester.
- There will be a period of public comment and feedback.
- There will be review of policies and budget.
- Gov. Haslam intends to appoint the boards for the universities in September and October, which will be followed by board member training at the state level in November and on campus in January-March of 2017.
- The first task of the new board will be to develop its transition plan, which is to be approved by the Tennessee Higher Education Commission. This plan would include a list of services to be purchased from the TBR, such as Banner.
- A review by the Southern Association of Colleges and Schools will begin soon.
- The Association of Governing Boards will be brought into the fold next fall to help write the by-laws and operating procedure for the board.

### **Construction Update**

Dr. Noland said he anticipates that planning funds for the **Lamb Hall** project will be in the final budget, and 25 percent of matching funds for the total project will need to be raised by ETSU. He said planning work continues on the **Fine and Performing Arts Center**, and is expected to be completed soon; cost adjustments are currently being made. Work on the new **Data Center** at Lyle House will begin soon; site preparation work is under way, and a number of Department of Social Work staff have been moved from Lyle House to Nell Jennings Dossett Hall. Progress is being made on the new **Football Stadium**; parking adjustments are being made, and some roads will be closed over the summer.

**Other**

Dr. Noland stressed the importance of communication during the busy month of April. If necessary, there may be called meetings of the IUC.

He also encouraged campus-wide participation in the Chronicle of Higher Education “Great Colleges to Work For” survey, which will provide valuable feedback to ETSU.

The meeting was adjourned.