

## Interim University Council

**Date:** April 10, 2017

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

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

**Attendees:** Dr. Brian Noland (chair), Dr. Bert Bach, Dr. Joe Sherlin, Dr. Wilsie Bishop, Dr. Larry Calhoun, Dr. Gordon Anderson, Dr. Ranjan Chakraborty, Dr. Susan Epps, Dr. Richard Sander, Dr. Janna Scarborough, Mary Jordan, Dr. Celia McIntosh, Pam Ritter, Dr. Wendy Nehring, Joe Smith, Stefanie Murphy, Dr. Bill Flora, Dr. David Roane, Dr. Andi Clements, Dr. B.J. King, Nathan Duggar (staff support), Kristen Swing (recording secretary).

**Guests:** Dr. Jeff Howard, Lisa Williams, Dr. Mike Hoff

### MINUTES

Dr. Brian Noland called the meeting to order and noted, due to some scheduling conflicts, the agenda items would be taken out of order.

#### **2d. Update and Discussion on Proposed 2017-18 Budgets and Fees**

In providing an update on the budget process at the university, Dr. Noland began by sharing the budget principles provided to each of the vice presidents as they were asked to form their budgets in January. The three key areas of focus to keep in mind during the budget process, he said, are the effort to enhance faculty and staff salaries, student success and recognition that the critical role is to align budgets with strategic planning. He broke down the process into five phases, pointing out that he had planned to bring the budget to the IUC at this meeting, but the process is a few weeks behind. The university is looking at approximately \$750,000 available to be distributed across campus for new initiatives. That amount could expand to \$1 million as the institution explores passing credit card fees along to the customer instead of absorbing them as it has in the past. There are \$4.7 million in requests for a part of the \$750,000 to \$1 million in available funds. Primary consideration will be given to the addition of faculty and accreditation commitments. Dr. Noland said the plan is to take a 4 percent fee increase proposal to the Board of Trustees during the June meeting. Three percent would go toward faculty and staff salary increases and inflation while 1 percent would be used as dedicated fee increases for capital projects. This would allow for funding to do minor improvements such as upgrades to classrooms. Dr. Noland said he believed it was the second lowest fee increase in 25 years. Dr. Celia McIntosh asked whether GA stipend adjustments from the last two years would continue. Dr. Noland said that is among the issues working its way through the process.

#### **4. President's Report**

Dr. Noland presented a campus update. It included discussion on enrollment, a legislative update, information regarding the Board of Trustees and the staff picnic.

- **Enrollment**

Dr. Noland said the university remains on track for 2,100 freshmen in the fall. He also noted the university budget is being built based on a decline of 250 students.

- **Legislative Update**

Budget and salary items continue to move forward. The renovation of Lamb Hall will be funded. Leaders are trying, through legislation, to reduce the match requirement from 25 percent to 10 percent as was done for UT Martin in the past. One-time funding for opioid research has been requested to support the research operations of the ETSU Center for Prescription Drug Abuse Prevention and Treatment. The implementation of FOCUS has brought some legislation regarding granting a vote to the student member of the Board of Trustees. Dr. Noland said he did not anticipate that evolving this year. To date, all of the gun bills have died and Dr. Noland does not expect to see any adjustment required to the campus weapons policy. He does expect the passing of proposed legislation that would allow the Board of Trustees to determine in-state fee status for tuition. Dr. Celia McIntosh said she was pleased with that bill and hopes the Board of Trustees will take action to help students.

- **Board of Trustees**

Each of the respective vice presidents charged with leading Board of Trustees committees are scheduled to hold conference calls this week with committee members. Dr. Noland said that while the main Board of Trustees meetings will be livestreamed, committee meetings will not. At the meeting in June, it will be the first time faculty who are up for tenure will be in the same room as the Board when the decision is made.

- **Staff picnic**

The staff picnic will be May 12. To ensure the entire university has the opportunity to attend, the institution will close from 11:30 a.m. until 4 p.m.

## **2b. Update on IUC Restructuring**

Dr. Wilsie Bishop presented on the IUC restructuring conversations from last month's meeting. In summary, members determined the following were valued components of the IUC: openness; public comment; hearing the president's perspective and the opportunity for the president to hear others' perspectives; the process for building the culture of the university and the focus on the greater good; and a strong web presence for agenda and minutes. Concerns related to the IUC included the charge not being clear; some members not consistently reporting back; a need to move beyond the interim role; unclear role in decision-making process; and accountability for the decision-making process. A small working group (made up of Stephanie Murphy, Dr. Bill Flora, Dr. Celia McIntosh, Dr. David Roane, Dr. Jane Jones and Dr. Wilsie Bishop) met after last month's meeting and created a draft purpose of the council. The group wanted to tie the IUC's function to the SACS accreditation process and, therefore, the SACS statement and the council purpose statement are very similar. The IUC, which under the proposal would become known as the University Council, would aim to provide systematic review of institutional goals and outcomes, continue the improvement of quality at ETSU and demonstrate that the university is accomplishing its mission. The University Council would be both advisory and decision-making and would focus on improving university-wide policies, which would come to the group for approval. Dr. Bishop pointed out that there is no intent to take away other councils' authority. Rather than bylaws, the group proposed "standing rules" that provide a guide

for the council. The working group also proposed the creation of sub-councils in budget/finance, strategic planning, evaluation/assessment and legislative/governmental issues. The university president serves as the chair of the council, however, it was recommended that a vice chair be elected, for a one-year term, to preside at meetings. The establishment of a vice chair would also allow meetings to take place even when the president is absent. Suggested new members to the board include the secretary of the Board of Trustees, the SACS liaison and the associate vice president of Planning and Decision Support/Chief Planning Officer. The proposed effective date for implementation is July 1.

Dr. Susan Epps made a motion to accept the proposal. It was seconded by Dr. Wendy Nehring and unanimously approved.

### **3a. Minors in University Programs on Campus Policy**

Dr. Joe Sherlin addressed the IUC, noting that questions had been raised about notification and safety of non-student minors across campus following an issue with a minor involved in a university-sponsored program. A working group chaired by Dr. Jeff Howard and Lisa Williams looked at the issue and did benchmarking regarding training, background checks, notifications and best practices. The policy had its initial review with the executive team. The policy is broken down into sections with a key element being that the university program must be registered to ensure it is in compliance with the policy. A checklist of behavioral expectations would be provided to the program point person upon registration. Currently, there are not contracts in place that manage liability with university-sponsored programs. The proposed policy would require parents/guardians of non-student minors to sign a participation agreement. Online training would be required for those working within the program to complete. Criminal background checks would be required for those who work with or have substantial contact with the non-student minors through the programs. Dr. Susan Epps pointed out that the title of the policy should include the phrase “non-student.” Lisa Williams agreed and said ETSU students who are minors are specifically excluded from the policy. It was also suggested to add language to the “Process for Review/Investigation” (No. 3) so that it reads Title IX investigators “or the university equivalent” shall lead investigations... Dr. Janna Scarborough asked how the policy applies to the Counseling Center, which led to a broader conversation on how it applies to all of ETSU’s health clinics. It was determined that here may need to be specific policies/procedures/verbiage for working with minors in those settings. The policy would not apply to field trips where non-student minors come to campus with chaperones/teachers from their schools. Recruitment events are also exempt from the policy. Dr. Howard said the policy sets some basic expectations – registration, online training, background checks – and then includes other common sense, straightforward guidelines. Dr. Bill Flora asked about the different kinds of background checks and the costs associated with them. The most basic level of background check is what will be required and it will be up to the program director to determine how to pay for the cost of those checks (somewhere around \$25 each). Dr. Janna Scarborough noted that people can get in trouble after having a background check and Lisa Williams recommended the inclusion of self-disclosing requirement. The working group will take the feedback and incorporate it into the policy. From there, the policy will go out for public comment for 30 days and then come back to the IUC. Dr. Noland said the policy is meant to address the interaction between our faculty, staff and students with non-student minors as well as interactions between non-student minor participants themselves.

## **2c. Discussion on Development of Webpage for Strategic Planning**

Dr. Mike Hoff said he will be developing a webpage for the Strategic Planning process this week and asked for feedback and recommendations. Over the rest of the month, he will be putting together a dashboard to track progress to goals. Dr. Bill Flora asked if a link to the page will be on the ETSU homepage. Dr. Hoff said there will need to be a good communication plan so that everyone on campus knows their role as it relates to the strategic plan. He said it is important to encourage everyone to plan and follow through on a long-term scale. The communication effort will also ensure wires are not getting crossed.

## **1. Approval of Minutes of March 13, 2017, meeting**

Dr. Bill Flora made a motion to approve the minutes with the addition of his name to the list of individuals in the working group for the IUC restructuring process. Dr. Susan Epps seconded the motion, which was unanimously approved.

## **2a. Update on University Policy Revisions**

Dr. Brian Noland talked about the transfer of policies from the Tennessee Board of Regents to the Board of Trustees and said more policies will be brought to the Board of Trustees potentially at a called meeting or in June at the next scheduled meeting. He said every board meeting for the next year or so likely will include some form of transfer of policy. There are some major policies to be taken to the board next, primarily the tenure and promotion policy. Dr. Noland said most of these policies will not come to the IUC first because it is a basic transfer of authority. Dr. Bert Bach warned that the revised tenure and promotion policy will look longer than the existing one because the existing one utilizes an internal link to TBR processes. The revised version will have the link information included in the actual policy itself, thus making it appear longer. That policy is expected to go to Academic Council this week and is currently being reviewed. He asked Dr. Susan Epps to review the policies and document that there are no substantive changes. Revisions will happen over time, he said, but for now, the goal is simply transferring to the Board of Trustees. Dr. Noland said he supports that direction. Dr. Mary Jordan asked about a timeframe for revising policies. Dr. Noland said he'd like to get the base established and then go back and begin the process of making adjustments.

## **5. Adjournment**

In closing, Dr. Noland encouraged individuals spend time on their web pages and ensure they are up to date. He said members of the Board of Trustees had come across outdated pages that indicated Dr. Paul Stanton was still the ETSU president. He also encouraged individuals to refrain from using external links on their web pages. Dr. Noland addressed upcoming structure changes for communications, noting that the institution is cleaning up the manner in which it sends all-campus emails. He noted that he recently spoke at an all-campus forum and had a successful Facebook Live segment at the end of March.

## **Adjournment**