

# FACULTY SENATE MEETING MINUTES

**Date:** 8/20/21 via WebEx Events

**Time:** 2:00 pm

**Minutes Submitted by:** Leslie Johnson, Faculty Senate Secretary

**Attending Senators, Alternates:**

Alex Marshall, Ansel Brown, Bruce Lapenson, C.E. Davis, Charity Watkins, Charles Johnson, Cherise Harrington, Darren Beneby, Frank Rodriguez, Kellyn Hall, Lei Guo, Leslie Johnson, Levette Scott, Lisa Kamarchik, Maureen Short, Michael Pearce, Rakesh Malhotra, Ralph Barrett, Ruixia Yan, Sean Tikkun, Siobahn Grady, Tamara Slenn, Tanisha Burford, Tita Hunter-Herod

**Attending Guests:**

Al Zow, Akua Meterson, Anthony Nelson, Audrey Beard, Calleen Herbert, Carlton Wilson, David Jackson, EK Park, Fenita Morris-Shepard, Jeff Warren, Jerome Goodwin, Johnson Akinleye, Jon Gant, Joseph Green, Josephine Harris, Karen Jackson, Leah Kraus, Lisa Paulin, Lorraine Taylor, Michelle Mayo, Mirlesna Azor-Sterlin, Olivia Jones, Piper Mitchell, Po-ju Chen, Russell Robinson, Sarah Carrigan, Sharron Oliver, Tanja Zatezalo, Tia Doxey, Tryan McMickens, Yolanda Anderson, Yolanda Keller-Bell, Yolanda VanRiel

Time	Item	Responsible Parties
2:03	<b>Meeting called to order by FS Parliamentarian, Dr. Sean Tikkun</b>	
2:03	<b>Welcoming Remarks by FS Chair, Dr. Ralph Barrett</b>	
2:04	<b>Motion to Adopt Agenda</b> Motion to approve the agenda was made by Dr. M. Pearce, and seconded by Dr. F. Rodriguez. Signal of vote was called by the Chair and motion was approved by simple majority.	
2:07	<b>Motion to Approve Minutes</b> Motion to approve the minutes from the 4/9/21 FS meeting was made by Dr. K. Hall, and seconded by Dr. M. Pearce. Signal of vote was called by the Chair and motion was approved by simple majority.	
2:10	<b>Provost's Report by Provost David Jackson</b> Greetings from the new Provost who is happy to be a part of this team and community. We are looking at our enrollment metrics and expanding our portfolio with working with other community colleges. We are also focusing on student retention and services offered to students throughout their matriculation (within 4 years ideally), as well as when they transition to alumni.  Enrollment numbers: 100 in-state students means ~1.5 million dollars for the University. As of July, we were several hundred students away from our target, but have been able to close that gap quite a bit. As of today, we are still short about 300 students. Total student enrollment as of August 19, 2021: 7,921. Out-of-state student cap has increased to 25% for HBCUs, we are	

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	<p>currently at 23.4%. The Enrollment Management team will continue to work on these. Of note, the School of Business is going through accreditation process. Department of Public Administration has recently received re-accreditation. Will continue to focus on quality programming throughout the institution.</p> <p>The Provost is interested in creating research opportunities for faculty- Provost is meeting with Dr. Park and the Chancellor- more to come. Considering the strategic plan for academic affairs- hope to roll this plan out soon. Related to Digital Measures training (follow up with Dr. Yolanda Anderson; Dean Gant reports new training will be released next week). Appreciates the hard work of all the Senators and is looking forward to working closely with this body.</p>	
2:27	<p><b>Chancellor’s Report by Chancellor Johnson Akinleye</b></p> <p>Good afternoon and welcome back to all. Echoes Provost Jackson’s statements of importance of student enrollment, especially related to funding. The pandemic still presents challenges with student enrollment, but we are better off today than we were last year. We have been asked by the System and legislatures to come back to face to face sessions, given our public and state support institution. We know there will be some challenges- please be patient, follow guidelines put in place. Our institution is vibrant and doing well thanks to many of you who have all done your part. Students are back on campus and ready to learn. COVID management team issuing guidelines- please comply with these and help us maintain a safe campus, let them know if any questions. We ask that you comply with attestation form of vaccination status, you and students need to wear masks while indoors (if student does not do this we ask that you contact the Campus Police Department). Dr. K. Long should be able to address most of your COVID-19 related questions.</p> <p>The NC State budget being discussed in conference. We have a number of priorities that we have been working on related to funding. We anticipate well deserved faculty salary increases – percentage has not been set yet. We are also working to include the EHRA non-teaching faculty as they were not included in the original deal, though we have not heard anything yet. Ms. Matherson will add information related to this later in the meeting.</p> <p>It is paramount we work together as an institution to try and maintain our students here on campus- for new and returning students. Student retention is a function of the entire University. Our customer service of these students all contribute to the retention of our students. Please continue to work hard on this. Sends well wishes on a successful semester.</p>	
2:43	<p><b>Faculty Senate Chair Report by Dr. Ralph Barrett</b></p> <p>Per the UNC System, a policy update to the Handbook needs to be made to Section 3.5.4 references of Board of Governors to Board of Trustees. Per the Handbook, these changes can be made without committee work or vote approval.</p> <p>Chair will send out Qualtrics poll early next week with a listing of all the committees. Please submit your preferences and plan to serve on at least 1 committee. We will add additional people to the Handbook committee as we will work on a much needed review and update there.</p>	

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	<p>Upcoming 2021 Homecoming- 1<sup>st</sup> week in November. Faculty and Staff event scheduled Nov. 4<sup>th</sup> noon-3 on the practice football field for fellowship and fun- please encourage all to come. We need faculty volunteers for Homecoming committee to help serve.</p> <p>October we will work on the nomination committee for the upcoming executive committee for the FS. Please start thinking about those you would like to nominate.</p> <p>Chair has previously sent out poll addressing changes proposed to Constitution last year- in our September meeting we will plan to address those changes so we can have something in place to present to the full faculty in the Spring.</p>	
2:47	<p><b>Faculty Assembly Report by Dr. W. Russell Robinson</b></p> <p>We have officially started Faculty Assembly, meetings currently held online. We are shifting and transition leadership and establish committee chairs and charges. Dr. T. Oz is hoping that FA representatives connect with the BOG as much as possible, i.e. work within the Finance Committee, and Diversity &amp; Inclusion Committee, Ed Policy Committee, Communications Committee. We need to make sure we have NCCU's delegates elected as indicated (please respond with your vote as indicated on the Qualtrics poll sent by the Chair). Group is saddened by recent loss of one of their FS chairs from NCA&amp;T, Dr. J. Harp.</p>	
2:53	<p><b>Administration and Finance Update by Vice Chancellor Akua Matherson</b></p> <p>Good Afternoon all. We have shifted positions within Administration and Finance. NCCU is moving towards a Zero based budget. All expenses must be justified and approved with this new method. It will help us budget for new programs, adapt to changes in enrollment, etc. Employing a new software program with this- full launch planned for next fiscal year.</p> <p>Legislature in conference re: budget, including faculty salary increases. We expect faculty salary increases to pass, not sure at what level. Hoping for approved budget to roll out at end of September. In this new budget, we are anticipating for NCCU 3 million dollars anticipated for labs, 475,000 in campus security, 8.1 million for Lee Biology building, 13.74 for Taylor Education building, 5.7 million for other buildings. To assist students there are several grant available, including a \$1500 housing grant-- we anticipate supports like this to aid ~3600 on campus students. Partnering with Aramark for campus dining- please send feedback to Ms. Matherson. Capital project updates: P3 halls, Lawson street being completed now, Student area to be completed by end of October, anticipate new retail areas available by end of year; broke ground on new SOB, beginning work on multiple other areas, as well as infrastructure concerns. Read Masterplan for additional information as well. All blue light phones for campus security have been updated, assigned security officers as well to buildings to help with masking policies. Look for emails related to COVID from the address <a href="mailto:COVID@nccu.edu">COVID@nccu.edu</a> – direct questions to Dr. Long. Remember to complete the daily survey for days that you are on campus.</p>	
3:05	<p><b>Registrar's Update by Dr. Jerome Goodwin</b></p> <p>We recently graduated 245 Summer graduates, compared to 113 last summer. Remember, we need to increase the use of the DegreeWorks tool to clear students for graduation- can also be used for advising and course selection. The Registrar's Office uses this tool during audits. Specific concentrations may need to be updated in Banner to get accurate reports from DegreeWorks. Agrees that enrollment is a campus wide effort- we need to think about ways we can increase</p>	

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	<p>enrollment, i.e. awarding more academic credits for work experience and training, which is particularly popular among our veteran students. Likely due for a policy review in specific departments. Technology updates are on the way related to advising tools. We will be conducting faculty training for Banner beginning next week. Electronic change of major tool ready to use. Electronic withdrawal form going live at the end of September. Registrar's website has been updated. Today last day for registration, census on August 27<sup>th</sup>. Question related to dropping students who are not in the proper course or not dropped and at risk for making an F- please contact Registrar's office who will handle on a case by case basis.</p>	
3:20	<p><b>Staff Senate Presentation by Ms. Mirlesna Azor</b>          Looking to add positions to executive committee of Staff Senate. We are looking for projects, programs to collaborate with faculty. If you are a Dean or Chair, please allocate some time on Tuesdays at 2:00pm so that staff can engage in Staff Senate. Appreciation Lunch with staff and faculty on November 4 12-3:00 and looking for volunteers to help as previously mentioned related to Homecoming activities.</p>	
3:22	<p><b>IT Update by Ms. Leah Kraus</b>          We block about 74,000 spam email messages each day- please stay vigilant in helping to stay on top of this. Title 3 funds and CARES funds have been used to upgrade 75 classrooms across the campus. These classrooms are able to provide improved online/virtual teaching and inclusion aspects with enhanced audio and visual, pan tilt camera can follow faculty around the classroom while teaching.</p> <p>2021-2022 Initiatives: Distributing laptops to full time, first time students- providing to undergrad, graduate, transfer, law students, and PhD students. Have students check email from Ms. Walker to find link for free laptop. This is only for eligible students (and they have already been sent the link). Dell Precision laptop, headset, NCCU branded backpack- IT troubleshoots there with the student when they pick it up. Employee laptop loaner program as well for faculty who have pre-requested them. Currently some are hung up through supply chain issues.</p> <p>Have offered 70 online workshop learning opportunities. Request training for using built in classroom cameras through IT Ticket. Expanding our work with researchers and students performing researching. Apply for NSF grant to support researchers and students.</p> <p>6<sup>th</sup> year being sponsored by Google for Community Leadership program, where we promote digital equity.</p> <p>Continue to try to transform our business offices/forms to more digital ability and will be transitioning forms slowly, but surely. Partnership with Registrar's Office, Student Affairs and Law Student MyEOL good examples of programs who are working to create/move towards digital forms, integrate digital environment. Please continue to put in IT tickets for things that you need.</p> <p>Thankful to the Chancellor, Chief Financial Officer Matherson and entire Leadership team to prioritize these funds to update these classrooms.</p>	
3:36	<p><b>Questions and Concerns</b>          None from the body at this time.</p>	

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3:39	<p><b>Motion to adjourn meeting</b> made by Dr. by Dr. F. Rodriguez and seconded by Dr. C.E. Davis. Signal of vote was called by the Chair and motion was approved by simple majority.</p> <p><b>Meeting adjourned by Dr. Barrett</b></p>	