

Minutes from the WVSU Faculty Senate Meeting on Friday, September 1, 2017 Hamblin Hall Auditorium, 1:30 p.m

Attendance

Senators: A&H – D. Johnson (secretary), J. Barnes-Pietruszynski (vice-chair); BSS – M. Seyedmonir, Frehot Hailou; LC – Deborah Wells (historian), Michael Casey; NSM – R. Baker, R. Ford (chair), M. Fultz, K. Lewis; PS – Kathy McDilda; ACF – B. Ladner; BOG – Frank Vaughan; Parliamentarian – Jack Magan

Ex Officio: Provost – K. Jayasuriya

Executive At-Large: J. Pietruszynski, T Guetzloff

Deans/Interim Deans: R. Wallace (A&H), D. Williams (BSS)

Other Administrators:, M. Jones

Faculty Guests: Gerald Hankins (Research/Faculty Development); Malissa Hohmann and Lisa Hopkins (WV State Auditors Office)

1. The meeting was called to order at 1:35 p.m. The meeting agenda was moved by M. Fultz, seconded by M. Seyedmonir, and approved by voice vote.
2. Approval of the minutes was moved by R. Ford and passed by voice vote. Frank says the BOG meeting is on the 16th, not 14th. Ron moved, M. Fultz 2nd to amended the minutes. The motion was approved by voice vote.
3. M. Jones payroll discussion — M. Jones discussed payroll questions regarding the 2 week pay period. Longevity pay (incremental pay) is \$60 per year for each year in service, is paid at the close of the fiscal year, and comes out in a separate payment. It is paid after 3 full years of service, with no upper limit. R. Baker asked if it is always direct deposit, or sometimes a check. M. Jones stated that last year that may have come by check, but its typically a direct deposit. D. Johnson received a letter describing the pay and asking for an evaluation to receive it. M. Jones says this was a one-time with the change to Oasis.

Our in-house payroll only handles gross, with Oasis taking that information to create net pay absence deductions, taxes, etc. B. Ladner asks about the discrepancy due to the 2 week payments. Since a pay period fell after Dec. 31, employees received less in calendar year 2016 than in past years. R. Baker asks about the 9 month contracts being paid throughout the summer, and M. Jones said this will still be the case. M. Jones assures the faculty that anyone can make an appointment if questions remain.

Malissa Hohmann and Lisa Hopkins from the WV State Auditor's Office explained how our annual salaries are converted by the Oasis formula into an hourly rate, which is the only way Oasis can create even 2-week pay periods. Each employee is (arbitrarily) reported as having worked 37.5 hours in order to create a concrete number of hours our annual salary can be divided by. This is to make the software work. It is not an assumption of hours spent, but is a way to translate salary into an hourly formula to make the 2-week payments work. M. Fultz asks about the 37.5 work week and if faculty qualify for overtime, if there is any assumption that 37.5 is how many hours we work. M. Jones says we federal guidelines determine who is entitled to overtime. No one on this campus is entitled, and all higher ed. is 37.5. (40 hours per week minus ½ hour per lunch.) Again, this is really a fictional amount of hours, but needed for the software. Simply a payroll construct for federal law requirements.

M. Seyedmonir asked about PEIA being taken out of every check instead of just the first of the month. They say that over 26 payments it will all be the same, and will balance out between years. This might make a bit of difference for FAFSA due to the amount of pay. They say that it only occurred the first year, and following years will see no difference. Deborah says that in some years there will be 27 payments, and they agreed. They have a few materials if anyone is interested.

M. Seyedmonir asked M. Jones about Joyce Cheney's leaving. Mehdi said he sent 3 emails with no response, and finally learned she left. Melvin said that he is receiving her emails and Julie Salivar is to be responding. Mehdi says that Julie Salivar has not responded.

4. Chair's remarks — **Constitution and Bylaws:** R. Ford wants an up-to-date clean copy to the Executive Board and Senate for us to ratify that it is up to date. **Cultural Activities:** D. Wolfe and C. Johnson were concerned about what they were allowed to do. M. Jones said to move forward, empowered to use the money as the committee sees fit. R. Ford affirms this approach to all committee work. Take action and be empowered. J. Barnes-Pietruszynski says that the Cultural Activities Committee was unsure about whether the committee's new make-up was in the hands of the Constitution and Bylaws committee. **Faculty Personnel:** Thanks to the Deans for help getting faculty evaluations back on track, but it is now time to return the oversight and management to the faculty committee. **Research and Faculty Development:** There was talk this summer about a process for being on the committee while still applying for grants.

5. Provost's report — Academic Affairs works hard to communicate down through Deans and Chairs, but sometimes information might not make it. He shared the concern of not knowing about Dona Hunter's leaving. Academic Affairs ad-hoc committees were discussed. The Retention Plan was made through the President's office, and that work was to be continued. The 1st year experience initiative for three 1 credit classes has been discussed but is at a stand-still, but the other 7 initiatives have moved forward. Retention still needs work. Dr. Jayasuriya thanked those who agreed to be mentors.

R. Ford asks about how the committees were in action, and M. Fultz asked how all of the actions/activities will be assessed for effectiveness. Dr. J. stated it is too expensive to purchase the analytical tools. We are doing things that make sense (ex. Targeting at risk students with low expected family contributions, conditionally admitted students with low SAT). M. Fultz had a student doing research over the summer and was told he could not live in the dorms because he had not enrolled, then he did the paperwork to get enrolled, then he wasn't registered, and now he's not back. These scenarios hurt retention. He also said that slow inner workings (ex. PO approvals/payments) hold up students getting books into their hands.

Dr. J reported a great response to a call for mentors. There is a meeting on Thursday, Sept. 7. Mentors will be assigned 2 at most, though J. Pietruszynski was assigned 3.

The required 5 office hours in office (not virtual, even if teaching online classes), will be monitored. Deans will provide a report. R. Ford is hoping for something in writing about what happens if faculty don't follow through. The plan is a letter of warning/reprimand in file. Insubordination in a file. Tenure faculty can be dismissed for insubordination. R. Ford again says that consequences in writing will allow the chairs to do that job. Jeff P. affirmed that he had written down a policy passed by the faculty senate, with a prepared list of instructions for the 5 hours policy, though he later heard from administration that nothing had been written down.

M. Fultz described a transcript problem with early enrollement, with faculty unable to advise those students because their transcripts were not entered into MyState. Who does this entering? Dr. J. said that this is something he will look into.

R. Ford says that the Sissonville HS sophomores taking Bio 101 is a problem. Dr. J. says that, if counsellors recommend it, he's not worried about sophomores taking the class and suggests we wait and see how they do in the course. R. Fords argued, then, that how about a really great Freshman? The concern is the lowering of the brand. Dr. J said other colleges also do this. R. Ford also stated that academic affairs should not be assuming teachers can continue to teach the courses each new year. We need a form with signatures of Dept. Chairs for each course. (It takes more signatures to make purchases than to approve instructors). Frank expressed concern about behavioral science classes, (ex. a lawyer teaching American Government, but a visit of Franks confirmed that there were curriculum concerns). Dr. J. says it must have been before his time, because Frank did not bring this to his attention. Frank didn't remember, but did share this with Nathan. Frank was also concerned about the time it

takes for liaisons to get out to the classes to survey the curriculum and instructors. We need the liaisons in place, with signatures, before any class sessions begun. We have a list of liaison duties from our accrediting agencies.

M. Seyedmonir stated that faculty teaching 21 hours cannot do an adequate job. Dr. J. says he does not know of this happening.

R. Ford asked for clarification on the upcoming fundraising meeting. Dr. J says that this is an initiative out of the President's office.

6. The President's Report: With the news of flooding in Houston, Pres. Jenkins asked student affairs to set up opportunities to debrief students whose experience with last June's floods might cause concern.

Having attended a business summit with elected officials, we need to know those industries we need to help our students get prepared to serve. N3, a tech communications company, is coming to town looking to hire 50 students soon, 300-400 hired from the state, in the areas of computer science and business. WVSU, Marshall, WVU, and others were in at the ground level to get the company here. The CEO's wife being from Charleston was a big factor. We want internship and job opportunities for our students.

The 10 day and 30 day census need to be finalized to know this year's cohort numbers. Trending is slightly up compared to last year. Total classes is a good statistic for federal and state agencies looking in. First-time, full-time freshman looks to be slightly down (397 compared to 413). Admissions had turnover issues that impacted this number. All faculty has to be engaged in recruiting students. October is when we need to make decisions, not Jan or Feb. There is a slight uptick in transfer students (247 compared to 197). Transfers don't "count" in retention rates. We need to focus on first-time, full-time. We are up in online students (136 compared with 16). Retention was 58.7% last year, might crack 60% this year. We need to be mid to upper 70% for 2nd year, 3rd and 4th year in the mid 50's to upper 60's to get to a 40% grad rate. Our graduation numbers are 166 total, which is in right direction. Grad programs in one area we where we must grow.

We continue to ask the legislature to stop cutting. Our cuts seem disproportionate - \$38 million to WVU, while we've been cut \$18 million. Pres. Jenkins has called a Budget Efficiency task force looking across the board that will talk to students, faculty, and staff to discuss fiscal foundation and necessary, tough adjustments. There is a huge state shortfall again this year, so we're trying to get prepared for further cuts, doing what is in the best interest of the students.

M. Fultz asked about an auditing issue with us having low cash on hand. Pres. Jenkins explained that HEPC is on probation because they were late in getting info in to feds in last 5 years. Our financial aid could be in jeopardy, but the legislature will fix this. The Feds have said they want WV to front the money for financial aid and the Feds will reimburse the State. This will be the case for 4 years. On our end, our enrollment needs to be in order so we don't have students in the system not going to classes so we don't have to send money back. Dr. J. says we are calling those students before dropping, but then being removed. Attendance tracker is crucial for this.

Pres. Jenkins said that improving the administration's communication to explain the overall impact of programs like attendance tracker play into our well-being as an institution, convincing the faculty to attend to practical considerations. The 30-day census is crucial because those students will count against retention. R. Baker commented that an unofficial withdrawal is most often how students play the system of getting funds to live on.

Pres. Jenkins wants to challenge the Charleston community to accept their hometown university, and we should expect the same. R. Wallace mentioned that the football game will be streamed.

R. Ford asked about safety. Pres. Says it has to be top priority as bad press impacts the brand and retention/recruiting. Drugs on campus is a problem still needing work. Narcon is on campus. Dorm protections need to be respected. Our shelter in place program needs to be a living system, not a document to be shelved.

G. Hankins asked where are we with OSHA compliance. M. Fultz asked if the lawsuit with Dow will impact their support of the research rookie's program DOW sponsors. Pres. Jenkins says no.

6. Advisory Council of Faculty Report – B. Ladner reported that ACF is working to up its game with respect to advising the legislature. We have been getting good information about bills in the past, but the new liaison is looking for ways for us to inform the legislators. B. Ladner would like the Senate to endorse hosting an event inviting legislative reps to come to campus. B. Ladner moves and J. Barnes-Pietruszynski seconds that we explore, with the executive committee, identifying people to help plan the event. The motion was approved by voice vote. ACF has taken the Board of Governors out of the advocacy statement due to legislature's policies. Other than that, the same issues from last year stand because they are not solved. B. Ladner moves and Jessica P. moves to endorse the ACF's 2017–18 issues in the report. The motion was approved by voice vote.

7. General Ed. Committee Report – B. Ladner reports that last year was spent finalizing the new curriculum and piloting assessment programs. This year the committee will finalize the handbook, evaluate the pilot programs, continue improving the FYE course, and ramp up assessment, including assessment in courses taught by adjuncts and in the high schools. M. Fultz and J. Barnes-Pietruszynski seconded the motion to accept the report. The motion was approved by voice vote.

8. Board of Governors Report – Frank Vaughan attended a 6 hour training and will attend the first meeting Sept. 14. M. Fultz moved and Kristen Lewis seconded to accept report. The motion was approved by voice vote.

9. Standing Committees Report – J. Barnes-Pietruszynski made two changes since sending them out to the faculty. These changes have been sent to Deborah. Some chairs were not selected due to college elections happening after meetings. Some new naming of Vice Presidents needs to be done with those changes. R. Ford asks if the Committee Reports schedule is still fine. R. Baker says it is in the bylaws, but we have a flexible history of collegiality. R. Ford intends to continue this flexibility.

8. Research and Development Committee. Faculty research awards have moved over to PEER awards, and applicants turned them in in the spring and the committee never met and made a decision. J. Pietruszynski moved and Kathy McDilda seconded to accept the proposed committee mission, with J. Barnes-Pietruszynski's edits, to be sent to Constitution and Bylaws. The motion was approved by voice vote.

9. Faculty Status Discussion – R. Ford asked what defines "faculty." The state code defines what faculty means, and our role as a senate would be to define how they function within the governs of Senate issues and eligibility for actions within our purview.

10. The Program Review Committee has 2 openings for at-large faculty. Senate is to appoint them, in consultation with the VPAA. R. Baker suggests we let the VPAA recommend and we approve. Debbie reports that the VPAA has begun the process of looking for members. This process has worked well in the past. We will wait for his recommendations.

11. Bookstore Discussion – There is a trend that publishers are not sending desk copies because there is no record of us adopting the books. Mark says that he is minimizing cost by purchasing by wholesalers. He says that we have to buy our own book. Students can't get powerpoints, online extras, etc. when books are purchased in this way. The secondary sources will not provide them. We as faculty need to be careful not to come off as asking for freebees while charging the students more, but the bookstore needs to be responsive to our requests for specific materials.