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2021 July 12 – University Council Agenda and Minutes

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AGENDA
University Council
Monday, July 12, 2021
Meeting Conducted Via Zoom
10:30 a.m. – 12:00 a.m.
Zoom link: [Click here](#)

1. Call to Order –President Noland presiding
2. Roll Call
3. Standing Items
 - 3.1. Approve minutes of the June 14, 2021 meeting (**attachment**)
 - 3.2. Review agenda
 - 3.3. Call for Voluntary Reports of UC-Essential Action Items from Governance Organizations
 - 3.4. Sub-Council Reports/ Quality and Effectiveness Sub-Council – Dr. Cheri Clavier
4. Action Items
 - 4.1. Old Business
 - 4.2. New Business
5. Information Items/Presentations
 - 5.1. Enrollment Update – Dr. Sam Mayhew/Dr. Mike Hoff
 - 5.2. ETSU 125 Chapter II Update – Dr. Mike Hoff
6. President’s Report
7. Announcements
8. Adjournment

The next meeting is scheduled for August 8, 2021 at 8:30 a.m.

University Council

July 12, 2021

Meeting conducted via Zoom

1. Call to Order

ETSU President Dr. Brian Noland called the meeting to order at 8:31 a.m.

2. Roll Call

Mr. Joe Smith called roll. Those in attendance were Ms. Bridget Baird, Dr. Bill Block, Mr. Scott Carter, Dr. Cheri Clavier, Dr. Susan Epps, Dr. Mark Fulks, Dr. Adam Green, Dr. Lisa Haddad, Dr. Nick Hagemeyer, Mr. Stephen Hendrix, Dr. Mike Hoff, Dr. Keith Johnson, Dr. Karin Keith, Dr. Chris Keller, Dr. B.J. King, Dr. Karen King, Ms. Candy Massey, Dr. Sam Mayhew, Dr. Kimberly McCorkle, Dr. Arpita Nandi, Dr. Brian Noland, Mr. Jeremy Ross, Dr. Don Samples, Dr. Joe Sherlin, Mr. Joe Smith, Dr. Jeff Snodgrass

Those absent: Mr. David Atkins, Ms. Joy Fulkerson, Ms. Meghan Heimbach, Mr. Mason Mosier, Ms. Pam Ritter, Dr. Janna Scarborough

3. Standing Items

3.1. *Approval of minutes from June 14, 2021 meeting*

Dr. Sam Mayhew requested a correction to the June 14, 2021 minutes under item 5.2. Housing occupancy for fall 2021 is expected to be up.

A motion to approve the minutes with the noted correction and the motion was seconded; the minutes were approved.

3.2. *Review of agenda*

Dr. Noland reported no changes to the agenda.

3.3. *Call for voluntary reports*

Faculty Senate: President Stephen Hendrix reported that the Faculty Senate is currently working on an in-person, all-day fall retreat for August 17. This will be for all senators, including those who are outgoing.

Staff Senate: President Candy Massey reported that elections will begin on July 12 for new members and will continue through July 30. In August, elections for the executive committee will take place. The staff is currently busy planning the July 26 Staff Picnic to be held in the University Commons. The senate's Blood Drive committee is coordinating its event with the annual picnic. In addition, Committee on Staff Concerns has been working on several issues and has created a newsletter for staff.

Council of Chairs: Chairperson Dr. Karin Keith reported that the council is coordinating a workshop scheduled for August 16 for all chairs. The event will be held at the ETSU/Eastman Valleybrook Campus. She also noted that there has been a positive response in the number of persons signing up for Academic Impressions professional development opportunities.

Information Technology Council: Dr. Karen King reported that the digital signage project is complete and asked UC members to let her team know if they notice any problems with them. Other updates from Dr. King included a change to our Adobe licensure (which is not expected to impact user), the two-factor authentication for VPN goes live on July 15, and review of applications for the Chief Marketing and Communications Officer begins today.

Government Relations: Ms. Bridget Baird reported that since state legislators are out of session, there has not been much activity except for ongoing summer study committee meetings in Nashville. She is planning visits with members later this summer and a reception with legislators in the fall.

Research Council: Dr. Nick Hagemeyer reported that the council will meet on Wednesday (July 14).

Athletics: Scott Carter reported that several student athletes from football, volleyball, and men's and women's basketball teams are back on campus for summer term II classes. He also reported that an announcement about the next head softball coach should be made soon. President Noland requested Mr. Carter and representatives from legal make a presentation at an upcoming University Council meeting regarding changes from NCAA regarding Name, Image, and Likeness (NIL).

3.4 Sub-Council Reports/Quality and Effectiveness Sub-Council

Dr. Cheri Clavier, Director of Institutional Effectiveness and Accreditation Liaison, noted that the last Quality and Effectiveness Sub-Council (QESC) update had been provided to University Council in November 2020. During the QESC's meeting in December, Dr. Mike Hoff provided an overview of the surveys conducted at ETSU, including routine surveys like NSSE and the Alumni Survey, as well as special surveys related to COVID and vaccinations. In February, the group reviewed its charge and purpose along with the activities conducted during 2020 to ensure alignment. Dr. Hoff addressed the Watermark product (Digital Measures and Planning & Self-Study) implementation phases, and Dr. Clavier spoke regarding ETSU's timeline for reaffirmation with SACSCOC, including important dates and milestones.

During the April meeting, the group discussed needs related to the Watermark product roll-out, including verification of department chairs and the importance of continuing to document program and student outcomes using the current system. Staff from Planning and Decision Support is migrating all current academic and administrative assessment plans and results into Planning and Self-Study. Dr. Clavier expects to complete this work by early fall. The group also discussed requirements for ETSU's next Quality Enhancement Plan (QEP) and began brainstorming potential topics. QEP selection will be a priority following the work of ETSU 125 2.0 and the start date of the new provost.

At the June meeting, Dr. Hoff provided information on various types of data available to faculty and staff, including student success and financial sustainability. Dr. Clavier asked for volunteers from QESC to attend the SACSCOC summer institute, which typically features in-depth programming related to QEP requirements. Drs. Jeff Snodgrass and Leah Adinolfi (who will serve on QESC following Dr. Jeff Howard's departure) will participate as representatives from QESC, along with Drs. Mike Hoff, Adam Green, Megan Quinn, Ginni Blackhart, and Dr. Clavier. QESC members were asked to submit topic suggestions for an annual calendar for QESC meetings. The next meeting is scheduled for Wednesday, July 14.

4. Action Items

4.1 Old Business

There were no old business items.

4.2 New Business

There were no new business items for the council to consider.

5. Information Items/Presentations

5.1 Enrollment Update – Dr. Sam Mayhew, Dr. Mike Hoff

Dr. Mayhew provided an enrollment update to the council. Orientation sign-ups for incoming freshmen and transfer students are strong in comparison to past years. With the current process, there are multiple points of contact to assist new students with orientation activities. Students pay a fee to attend orientation and sign up and are then directed to the respective academic advisor to register for classes. The goal is to ensure students are registered for fall classes, students either register prior to arriving on campus for orientation or they register with their academic advisor on campus during orientation. This summer, there are 21 orientation sessions.

For those who do not respond, ETSU is contacting them by phone, email, or text to invite them to a future orientation date. The names of students who have not registered is also being shared with the academic advisor. Beginning this week, the occupancy for orientation events has been expanded, and the focus remains

on course registration. A campaign is now launching to leverage EAB Navigate, a student success management system, which will target non-registered students. These students will receive two emails and a text from Navigate.

Dr. Mike Hoff explained that data show students are registering later than they have in the past. With the encouraging number of freshmen and transfer students, he anticipates ETSU's fall enrollment being within the budget confidence intervals. He said the most important thing everyone should be doing is to identify ways to encourage students to enroll as quickly as possible.

5.2 Committee for 125 Chapter 2 Update – Dr. Mike Hoff

Dr. Hoff reported on a SWOT analysis conducted by the Committee for 125 Chapter 2 that was presented during the June 16 meeting. Strengths identified included geography; depth of programming; leadership; regional commitment; and the role of the university in creating a path for economic mobility; while potential weaknesses were a lack of focus on key priorities; inadequate funding; aging facilities; localized reputation and proximity to competition. Opportunities identified by the committee included the out-of-state tuition model; health programs; public/private partnerships; defined areas of excellence; the enhanced and expanded "Culture of Excellence;" and the multiple enrollment pathways. The SWOT analysis viewed declining freshmen population; state support; tuition affordability; political climate; structure of the organization; increased competition; and the public perception of the value of higher education as Threats. In summary from the meeting and the analysis, the committee felt that the university is facing the same challenges as many regional publics; that the university has already begun the process of becoming more affordable; a focus on health programs leading the university brand into markets could help buffer the declining population; and that reputation matters.

Dr. Hoff gave a brief update on the work of the six task forces. In terms of next steps, the task forces will develop draft visions, which will be reviewed through the beginning of the fall semester. The Committee will meet again in August to begin drafting one vision for the university. During the fall semester, presentations will be made of the findings as well as the ideas that have been generated. Community presentations and discussions are planned, and the work will be shared with the university in October and with the Board of Trustees in November.

6. President's Report

President Noland began his report with a construction update on Lamb Hall. Disruptions to the space have begun with the placement of fences around the building. Ground has been broken on the entrance to the building. The RFP has closed for the new academic building and the design work will begin. Mr. Jeremy Ross and Dr. Joe Bidwell are leading this project. The state made planning money available this year for the academic building. ETSU's next capital project

will be a renovation to Brown Hall. Work has begun to develop a prospectus that will be sent to THEC. This likely will be a two-phase project, with the first component focusing on codes and labs.

Dr. Noland expressed his appreciation to Dr. B.J. King and her staff for their work in getting the one-time bonuses processed in the June paychecks. He also thanked unit leaders for their assistance in closing out the fiscal year. As we move through the next month tracking fallout dollars, his recommendation is that we continue as we have done in the past by placing a priority on moving these funds into reserves.

In closing out his report, Dr. Noland called on Provost Kimberly D. McCorkle, who is beginning her first day at ETSU. Provost McCorkle thanked everyone for the warm welcome she has received and said she could not be more excited to be joining the ETSU family. She enjoyed hearing the updates and reports from the committee members and is especially pleased to be arriving at the time when the Committee for 125 Chapter 2 is conducting its work. Provost McCorkle added she is looking forward to welcoming the students and faculty back to campus for the fall.

7. Announcements

There were no announcements.

8. Adjournment

President Noland called for an adjournment at 9:30 a.m.

**University Council
June 14, 2021
Meeting conducted via Zoom**

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: Mr. David Atkins, Ms. Bridget Baird, Dr. Wilsie Bishop, Dr. Bill Block, Dr. Myra Carew, Mr. Scott Carter, Dr. Cheri Clavier, Dr. William Duncan, Dr. Susan Epps, Ms. Joy Fulkerson, Dr. Allen Gorman, Dr. Adam Green, Mr. Stephen Hendrix, Dr. Mike Hoff, Dr. Keith Johnson, Dr. Karin Keith, Dr. Chris Keller, Dr. B.J. King, Dr. Karen King, Ms. Candy Massey, Dr. Sam Mayhew, Mr. Mason Mosier, Dr. Brian Noland, Mr. Shivam Patel, Ms. Pamela Ritter, Mr. Jeremy Ross, Dr. Don Samples, Dr. Jana Scarborough, Dr. Joe Sherlin, Dr. Jeff Snodgrass

Those absent: Dr. Mark Fulks, Mr. Joe Smith

3. Standing Items

3.1 Approve minutes from May 10, 2021 meeting

Dr. Susan Epps requested a correction to the May meeting minutes under item 3.3 Voluntary Reports. The Faculty Senate Treasurer/COO for 2021-22 is Dr. Ryan Nivens.

Dr. Epps made a motion to approve the minutes with the noted correction. Dr. Don Samples seconded the minutes, which were unanimously approved.

3.2 Review agenda

Dr. Bishop reported no changes to the agenda.

3.3 Voluntary Reports of UC-Essential Action Items from Governance Organizations

Ms. Candy Massey reported that Staff Senate is diligently planning the Staff Picnic scheduled for July 26.

Faculty Senate had no updates to report.

Dr. Karen Keith, the new Chair of the Council of Academic Chairs, said work is underway to provide chairs access to Academic Impressions and to plan a retreat for the fall.

Information Technology Council had no updates to report.

Bridget Baird had no new information to report on behalf of Community and Government Relations.

Dr. William Duncan had no report on behalf of the Research Council.

The spring season was unique for Athletics, Mr. Scott Carter reported. Men's Golf won the regional tournament for first time in 20 years. Some athletes will return in the coming weeks for summer workouts.

Dr. Bishop provided an overview of several report outlining the work of the Curriculum Committee, Graduate Council and Academic Council. She will share copies of the reports with UC members by email. She said implementation of a consent agenda has helped to increase the efficiency Academic Council meetings. Dr. Bishop recently presented a proposal identifying voting and non-voting members.

3.4 Sub-Council Reports

Dr. Bishop will contact each Sub-Council Chair to see when within each quarter group would want to provide a report to University Council.

4. Action Items

4.1 Old Business

4.2 New Business

Ms. Kay Lennon-McGrew said several leave policies were recently issued for public comment. The sick leave policy received many comments. Even though there was not a substantial change to the sick leave policy, it was placed on hold so that the policy can be talked through with campus constituents. The policy review website will be updated to allow for further explanation can be provided to avoid confusion in the future, she said.

The proposed policies were included in the agenda materials. Ms. Lori Erickson said there were no substantive changes to these policies. They are TBR policies that were rewritten into the appropriate language to provide clarity.

4.2.1 Leave Policy – Civil

4.2.2 Leave Policy – American Red Cross Service

4.2.3 Leave Policy – Voting

4.2.4 Leave Policy – Volunteer Firefighter Service

4.2.5 Leave Policy – Volunteer Bereavement – Kay Lennon-McGrew

Ms. Erickson said the three days of bereavement leave is a state statute and clarified that employees can request two additional sick leave days. Employees can take additional leave with their supervisor's permission, but three days is the state statute, she explained.

Wording of the Volunteer Firefighter Service policy was briefly discussed.

Mr. Hendrix mad a motion to approve all five of the leave policies as presented. Dr. Jana Scarborough seconded the motion and UC members voted to approve.

5. Information Items/Presentations

5.1 New members of University Council – Dr. Wilsie Bishop

New members will begin new or renewed term appointments on July 1:

- Dr. Karen Keith moves into role as Chair of Council of Academic Chairs
- Dr. Arpita Nandi
- Dr. Jeff Snodgrass
- Dr. Lisa Haddad
- Dr. Jana Scarborough
- Dr. Don Samples
- Graduate and Professional Studies designee to be determined
- Mr. Mason Mosier – new SGA President; Ethan Becker (alternate)

5.2 Enrollment/Housing Update – Dr. Sam Mayhew

Dr. Mayhew's presentation was provided in the meeting materials. He said staff is working hard to register students for orientation and classes this fall. Housing will return to full occupancy. Housing applications are slightly down, however there are a greater number of students in private rooms and there is a waitlist for BucRidge. Housing occupancy is expected to be flat. Applications for new students is up and there are fewer cancellations than previous years.

Dr. Mayhew said freshman, transfer and international admits are up. Preview will be open to all new students at no additional charge. A new STEP initiative led by Dr. Leah Adinolfi will be focused on providing a transitional experience for second year students.

Next, there was a question about how the out of state tuition reset might impact fall enrollment. Dr. Mayhew said 40 students was the minimum to make the budget, and projections are 80-90 students. Many students who graduated high school last month are still determining which school to attend this fall and are attending multiple tours and in some cases, multiple orientations.

5.3 Demographics and Preliminary Higher Education Excellence (HEED) in Diversity Results – Dr. Mike Hoff

The HEED survey results presentation was included with the meeting materials. Dr. Mike Hoff provided an overview of student and employee demographics, followed by the increase in student success metrics including graduation and retention rates, which have been the highest in the history of the institution. He pointed to the high number of veterans who enroll at ETSU and receive additional support to keep them enrolled.

Due to the high response rate, the information received from the HEED survey is high quality, Dr. Hoff said. The survey results measure the institutional climate and showed that further discussion is needed around the increased feelings of neither agree nor disagree responses. The survey results also revealed that 82 percent of agreed or strongly agreed that diversity improves experiences and interactions. However, the results also reveal that people do not have the tools they need to have conversations around diversity, he added, and it appears that members of the campus community are unsure how to report discrimination/harassment despite mandatory trainings.

Dr. Hoff will break down the survey results by college and distribute accordingly to allow for specific programming and conversations to be developed.

There was a brief discussion about reporting, including the type of training provided and knowing when to report acts of discrimination or harassment.

6. President's Report

In his report, President Noland provided an update on the Committee for 125. The Task Force Chairs will provide updates at the next meeting and he will provide information about the status of higher education across the country.

President Noland said he feels good about fall enrollment and thanked staff for their work to bring new and returning students to campus.

A called meeting of Board of Trustees was scheduled to take place the next day. He said Trustees would move through several agenda items:

- Faculty to receive tenure/promotion
- Salary plan presentation:
 - This summer – all university employees who were employed in March/April will receive \$500 bonus in June paycheck
 - Starting pay increased to \$10.15 hours effective July 1 (30 vacant positions in custodial)
 - University making an investment in college adjunct pay plans by increasing minimum to \$800 per credit hour
 - This fall, Trustees will approve the revised budget and additional salary enhancements will be presented. The level will depend on final fall enrollment numbers.
- New Board officers will be elected, as Chair Niswonger's term has expired.
- A recommendation will be presented to rename Building 60 to Bishop Hall in honor of Dr. Wilsie Bishop

President Noland thanked Dr. Bishop for her service as the most accomplished female administrator in the history of the institution. A retirement reception was scheduled for later in the week to honor Dr. Bishop.

7. Announcements

Next meeting is July 12 at 10:30 a.m. to introduce Provost Kimberly McCorkle. The meeting will be chaired by Dr. Noland.

8. Adjournment

The meeting adjourned at 9:50 a.m.