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2022 October 10 -- University Council Agenda and Minutes

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AGENDA
University Council
Monday, October 10, 2022
Via Zoom
8:30 a.m. – 11:00 a.m.

1. Call to Order
2. Roll Call
3. Standing Items
 - 3.1. Approve minutes of the September 12, 2022 meeting
 - 3.2. Review agenda
 - 3.3. Consent agenda items:
 - Time Clocks for Non-Exempt Employees – K. Lennon-McGrew
 - Policy on Fee Facilities Improvement Fund – K. Lennon-McGrew
 - Modify Fiscal Year Appointments – K. Lennon-McGrew
 - Policy on Vehicle Usage and Staking in University Commons & Associated Greenspaces – K. Lennon-McGrew
 - 3.4. Call for Voluntary Reports of UC-Essential Action Items from Governance Organizations
 - 3.5. Sub-Council Reports – Quality and Effectiveness Sub-Council – Cheri Clavier
4. Action Items
 - 4.1. Old Business
 - 4.2. New Business
5. Information Items/Presentations
 - 5.1. Final Discussion: Development of Peers & Key Performance Indicators – Mike Hoff
6. President’s Report
7. Announcements
8. Adjournment

The next meeting is scheduled for November 14, 2022 at 8:30 a.m.

University Council
Monday, October 10, 2022
Via Zoom

1. Call to Order

Provost Kimberly McCorkle called the meeting to order at 8:30 a.m.

2. Roll Call

Jennifer Hill led the roll call. Members present were Ms. Bridget Baird, Dr. Ginni Blackhart, Dr. Joe Bidwell, Dr. Bill Block, Dr. Cheri Clavier, Dr. Joel Faidley, Ms. Joy Fulkerson, Dr. Adam Green, Dr. Lisa Haddad, Dr. Nick Hagemeyer, Mr. Steven Hendrix, Dr. Mike Hoff, Dr. Leann Horsley, Dr. Keith Johnson, Dr. B.J. King, Dr. Karen King, Dr. Kimberly McCorkle, Mr. Mason Mosier, Dr. Tony Pittarese, Dr. Richard Sander, Dr. Janna Scarborough, Dr. Joe Sherlin, and Ms. Gina Osborne.

3. Standing Items

3.1 Approve minutes from the September 12, 2022, meeting

A motion was made to approve the minutes from the September 12, 2022, meeting. The motion was seconded; the minutes were approved.

3.2 Review agenda

Provost McCorkle noted that President Brian Noland is traveling and will give his full report on Friday, October 7, in his State of the University Address. She encouraged Council members to attend.

3.3 Consent agenda items

Four items were included in the consent agenda. All policies have been through an extensive review. No requests were made to remove any item from the consent agenda. A motion was made and seconded to approve the consent agenda. The motion passed.

3.4 Call for Voluntary Reports

Council of Chairs: Dr. Lisa Haddad reported that the Council is working on the Chair Step-down Policy and should complete it by the end of the semester. Beginning in November, the Council will begin revisions to the Chair Handbook. Chair training is ongoing.

SGA: President Mason Mosier reported that the October 15 Yung Gravy concert is sold out. He said the SGA is seeing student engagement across the board and is working on a number of issues.

Athletics: Dr. Richard Sander reported that the ETSU men's golf team is currently in first place in the Bank of Tennessee Golf Tournament at Blackthorn and that Coach Amos anticipates that

the team could move up in the top 25 nationally if it wins the tournament. The women's volleyball team is in first place in the Southern Conference.

Information Technology: Dr. Karen King gave an update on the Oracle project and shared a 90-day timeline for the ERP and HCM Cloud Implementation. Project planning has begun and the team kickoff has taken place. HCM has started the design workshop. ITS has reviewed the scope of the project and inventoried the business processes in Finance; it is also working on the conversion blueprint and learning more about the upcoming transition. The messaging campaign with more information about the project and how it impacts employees will begin in November; students will not be greatly impacted other than student organizations that spend money. The "go live" projection is August 2023 for Finance and December 2023 for the rest of the university. Dr. King said she would continue to give updates at every University Council meeting.

3.5 Sub-Council Reports

Quality and Effectiveness Sub-Council: Dr. Cheri Clavier reported that the Southern Association of Colleges and Schools Committee on Colleges (SACSCOC) report was submitted in September, and now the Sub-Council is working on Quality Enhancement Plan (QEP) submission. The QEP will focus on community-engaged learning. The student learning outcomes are expected to include meaningful connections between students' community-engaged learning experiences and course content, enabling students to critically reflect on how community-engaged learning influences their future aspirations, and enabling students to articulate how community-engaged learning prepares them to make productive contributions in a diverse society. The Sub-Council will meet every three weeks to develop an assessment plan for the QEP goals and outcomes by the end of the fall semester.

5. Information Items/Presentations

5.1 Final Discussion: Development of Peers and Key Performance Indicators

Dr. Mike Hoff gave an update on the Peer Selection Process, noting that there had been questions about some of the institutions on the latest listing of ETSU's peers. One of these is Appalachian State University, which does not have as many doctoral programs as ETSU. Dr. Hoff said there is some confusion about how peers are selected; Appalachian State is regional, but ETSU is national. He said institutions on the national scale would push ETSU forward, and ETSU is not choosing peers it is competitive with, but those with which it aspires to compete. He hopes that more national universities will choose ETSU as a peer institution by the end of the decade.

Dr. Hoff also shared the final set of Key Performance Indicators (KPIs), which fall under the headings of Enrollment, Student Success, Campus Environment, Fiscal Sustainability, Research and Service, and Stewardship of Place. He noted that veteran status was added as a population to be tracked, and licensure pass rates was added to the list. More extensive information on all of the KPIs will be available on the website. Not all KPIs are operational yet but are close to becoming operational. Not all KPIs are expected to "go through the roof," and some are included to help ensure ETSU does not lose ground in key areas. Dr. Hoff said the KPIs match the pillars

of ETSU's strategic plan. He will present the more formal report on this at the Board of Trustees meeting in November.

7. Announcements

Dr. Keith Johnson said the Office of Equity and Inclusion will present the diagnostic results from Moon Shot on Wednesday, October 12, and invited Council members to attend via Zoom.

Dr. Joe Sherlin reported that Dr. Kevin Brooks is the new director of the Mary V. Jordan Multicultural Center. He comes to ETSU with 20 years of experience as a scholar, civic engagement practitioner, and administrator. Dr. Sherlin encouraged Council members to stop by and say hello to Dr. Brooks.

8. Adjournment

Provost McCorkle adjourned the meeting at 8:56 a.m.



Modified Fiscal Year Appointments	
Responsible Official: Chief Operating Officer	Responsible Office: Human Resources

Policy Purpose

This policy relates to non-academic personnel and specifies the requirements for Modified Fiscal Year (MODFY) employment appointments.

Policy Statement

The appropriate Vice President in consultation with the Office of Human Resources has the discretion to implement Modified Fiscal Year (MODFY) employment appointments for non-academic personnel. MODFY employment appointments may be implemented if the Office of Human Resources approves such appointment.

I. Benefits.

A. Retirement.

MODFY employees will receive 12 months of creditable service for retirement purposes, prorated based on percentage of effort. As Regular Employees, employees on MODFY appointments maintain retirement eligibility. They will receive a full year (12 months) of creditable service for retirement purposes.

B. Insurance.

MODFY employees will be eligible to participate in the State of Tennessee Group Insurance Plan provided they work at least 30 hours per week during the MODFY service period. They will make contributions through payroll deduction procedures throughout the entire year and coverage will extend throughout the year. It should be noted that the employees' amount of life insurance will be reduced due to the decreased annual salary in this appointment.

C. Annual Leave.

MODFY employees are eligible for annual leave, which will accrue at the appropriate monthly rate for each month worked. Clerical and support employees will be given a full year's service credit for the purposes of monthly accrual calculations per the Annual Leave

policy. Each MODIFY period served will be treated as a full year's service in determining how many annual leave hours per month the employee accrues.

D. Sick Leave.

MODFY employees are eligible to receive one day of sick leave for each month worked, pro-rated based on percentage of effort.

E. Holidays.

MODFY employees will receive full compensation for all University holidays occurring during the MODIFY period.

F. Civil Leave.

Civil leave will be granted when coinciding with regular scheduled work time during the MODIFY period and pursuant to ETSU's policy.

G. Longevity Payments.

MODFY employees are eligible for longevity payments per the Longevity policy, pro-rated based on percentage of effort.

H. Military Leave.

Employees in these appointments are entitled to leave of absence, pursuant to the Military Leave Policy, from their duties for the purpose of military service, duty, or training if this military obligation occurs during their months of regularly scheduled service.

II. Other Employment Considerations.

A. Unemployment Compensation.

Employees on MODIFY contracts are not eligible for unemployment compensation during their off-duty months.

B. Grant-in-Aid and Educational Scholarship Programs.

Employees on MODIFY appointments are eligible for participation if they are on the payroll.

C. Overtime Payments.

Employees who have a part-time MODIFY appointment may only work overtime if approved by the supervisor and the Office of Human Resources.

D. Outside Employment.

Employees with a MODIFY appointment may wish to seek outside employment during off-duty months. In such cases, ETSU Outside Employment policy must be followed, if applicable.

Previous Policy: PPP-64 Implementation of Modified Fiscal Year Appointments

Authority:

Definitions

MODFY
Appointment

A MODFY appointment is an alternative employment base for ETSU non-academic personnel. The MODFY service period is less than the twelve-month fiscal year and will generally coincide with the nine-month academic year, with off-duty during the summer months. However, the actual length and work schedule can vary at the discretion of the Office of Human Resources.

Employees who are on MODFY appointments are (1) Regular Employees, (2) employed for the entire 12-months of each year, (3) paid in 12 monthly installments, and are (4) full-time or part-time employees, depending upon whether they work 37.5 hours per week (full-time), or less than 37.5 hours per week (part-time).

Regular Employees

Personnel whose salary and benefits are budgeted on a recurring basis whether through grant or state funds, who are employed on a continuing basis, and who are eligible for full benefits (pro-rated based on percentage of effort).

Policy History

Effective Date:

Revision Date:

Procedure

Procedure History

Effective Date:

Revision Date:

Related Form(s)

None.



**POLICY ON USAGE OF
FACILITIES IMPROVEMENT FUND FEES**

Responsible Official: **Chief Operations Officer**

Responsible Office: **Facilities Management**

Policy Purpose

The purpose of this policy is to specify a set of uniform procedures to identify and prioritize facilities fee projects and to ensure that all projects are consistent with [ETSU Campus Facilities Master Plan](#) and conform to university policies and procedures. This policy shall apply to all Facilities Improvement Fund projects and to all students, faculty, and staff involved in the activities associated with this fee.

Policy Statement

The fee for the Facilities Improvement Fund is a mandatory fee for all students enrolled in credit and audit courses. It is prorated for part-time students. The fee is used to fund improvements for classrooms, student spaces, campus safety, infrastructure, maintenance, campus beautification, and new building construction. Additionally, funds can be used to provide up to two student internships for associated activities and/or campus space improvements.

Some notable past renovation projects funded by the fee include upgrades to the Bud Frank Theatre, Gibreath Hall, Ball Hall Auditorium, Mathes Hall, Sherrod Library, and Warf-Pickel.

Authority: T.C.A. § 49-8-203, et seq.

Previous Policy: Policy 200.2 - Facilities Fee Policy

Defined Terms

A defined term has a special meaning within the context of this policy.

Policy History

Effective Date: ___/___/2022

Revision Date: 9/08/2022

Procedure

I. Roles and Responsibilities

- A. Facilities Management – Issues a Facilities Improvement Fund request for [proposals](#) annually to the ETSU student body, student groups, faculty and staff. Facilities Management documents, reviews, and researches all submissions received.
- B. Facilities Management – Researches submitted proposals relative to the following priorities:
 - 1. Safety.
 - 2. The number of students impacted by the proposal.
 - 3. The submitted proposal's alignment with the campus master plan, strategic plan, university goals and priorities, maintenance, costs and other funding sources available for the potential project.
- C. ETSU student body, student groups, and faculty and staff – Submit proposals for improvements for classrooms, student spaces, campus safety, infrastructure, maintenance, campus beautification, and new building construction.
- D. Facilities Management staff – Discusses submitted proposals and makes recommendations to the Space Usage Committee.
- E. Space Usage Committee – Based on the information provided by the Facilities Management staff, the Space Usage Committee prioritizes and recommends approval of appropriate proposals. Priorities for approval will be focused on projects that have the greatest impact on students and initiatives outlined in the University's master plan and/or strategic plan.

Effective Date: ___/___/2022

Revision Date: 9/08/2022

Related Form(s) and websites

[Facilities Improvement Fund website](#)

Additional information about tuition, fees, and refunds can be found on the [Office of the Bursar's website](#).

Scope and Applicability

Primary:

Secondary:



Policy on Vehicle Usage and Staking in University Commons & Associated Greenspaces	
Responsible Official: Chief Operating Officer	Responsible Office: Capital Planning & Facilities Services

Policy Purpose

The University Commons, Campus Center Quadrangle, Culp Amphitheater, and their associated greenspaces are valuable assets of the University. They provide the ETSU campus community with useful outdoor spaces that are to be enjoyed by faculty, staff, and students.

The purpose of this policy is to specify rules concerning the use of motorized and non-motorized vehicles and personal transportation devices (PTD's) and staking within these areas to protect and preserve the condition of these valuable assets.

Policy Statement

- I. The use of motorized vehicles and motorized PTD's by ETSU faculty, staff, students, vendors, volunteers, and contractors is prohibited within the University Commons, the Campus Center Quadrangle, the Culp Amphitheater, and their associated greenspaces without prior approval from Facilities Management.
- II. All ADA Assisted Transportation Devices are exempt from this policy.
- III. The use of motorized vehicles and PTD's to provide transportation to disabled members of the campus community is permitted to ensure equal access in all areas under this policy.
- III. Non-motorized personal transportation devices may be used in the University Commons, Campus Center Quadrangle, Culp Amphitheater, and their associated greenspaces in compliance with Public Safety policy.
- IV. Due to potential damage to grass, turf, utilities, and irrigation systems, ground staking is prohibited within the University Commons, the Campus Center Quadrangle, the Culp Amphitheater, and their associated greenspaces. Other methods of securing tents and

displays, etc., such as the use of sandbags, water barrels, etc., are to be substituted for staking.

- V. Access Routes through the University Commons, the Campus Center Quadrangle, the Culp Amphitheater, and their associated greenspaces, and the acceptable routes to traverse these areas can be found in **Appendix A**, below.
- VI. The use of lawn mowing and grounds maintenance equipment is allowed in the University Commons, the Campus Center Quadrangle, the Culp Amphitheater, and their associated greenspaces
- VII. Organized use of the green spaces associated with the University Commons, the Campus Center Quadrangle, and the Culp Amphitheater must be reserved with the [Student Center Event Coordinator](#) prior to the event.

Defined Terms

A defined term has a special meaning within the context of this policy.

ADA Assisted Transportation Device:	Any assistive technology, motorized or non-motorized, that aids the movement of people with physical impairments. Includes, but is not limited to, wheelchairs, self-propelled wheelchairs, and ADA scooter devices.
Motorized vehicles and personal transportation devices:	Includes golf carts, utility vehicles, motorcycles, e-bikes, e-scooters, e-skateboards, Segways, mopeds, cars, trucks, or construction equipment, etc.
Non-motorized personal transportation devices:	Includes any self-propelled, human-powered vehicles such as skateboards, scooters, skates, or bicycles, etc.
Protective measures:	Use of non-marking tires or plywood sheeting or other similar materials to protect concrete surfaces from staining, marring, chipping, or general damages.

Policy History

Revised Date: August 16th, 2021; September 9, 2022

Effective Date:

Procedure (s)

Use of motorized vehicles.

- I. Written approval for motorized vehicle usage within the University Commons, the Campus Center Quadrangle, the Culp Amphitheater, and their associated greenspaces can be obtained by submitting a work order to burtont@etsu.edu at Facilities Management for appropriate routing.
- II. The work order must contain a plan outlining protective measures for concrete surfaces, impervious surfaces, and greenspace (lawn/turf areas).
- III. The plan outlining protective measures requires approval by the Associate Vice President for Capital Planning and Facilities Services and the Director of Grounds.
- IV. The plan must contain the following:
 - A. The type of motorized vehicle or construction equipment to be used;
 - B. Details for protecting impervious surfaces and grassy areas from vehicular use;
 - C. The day, time, and duration of use;
 - D. The name, title, and telephone number of the contact person; and
 - E. The reason or verification of the need to use motorized vehicles in these areas.

References

[Student Center Event Coordinator](#)

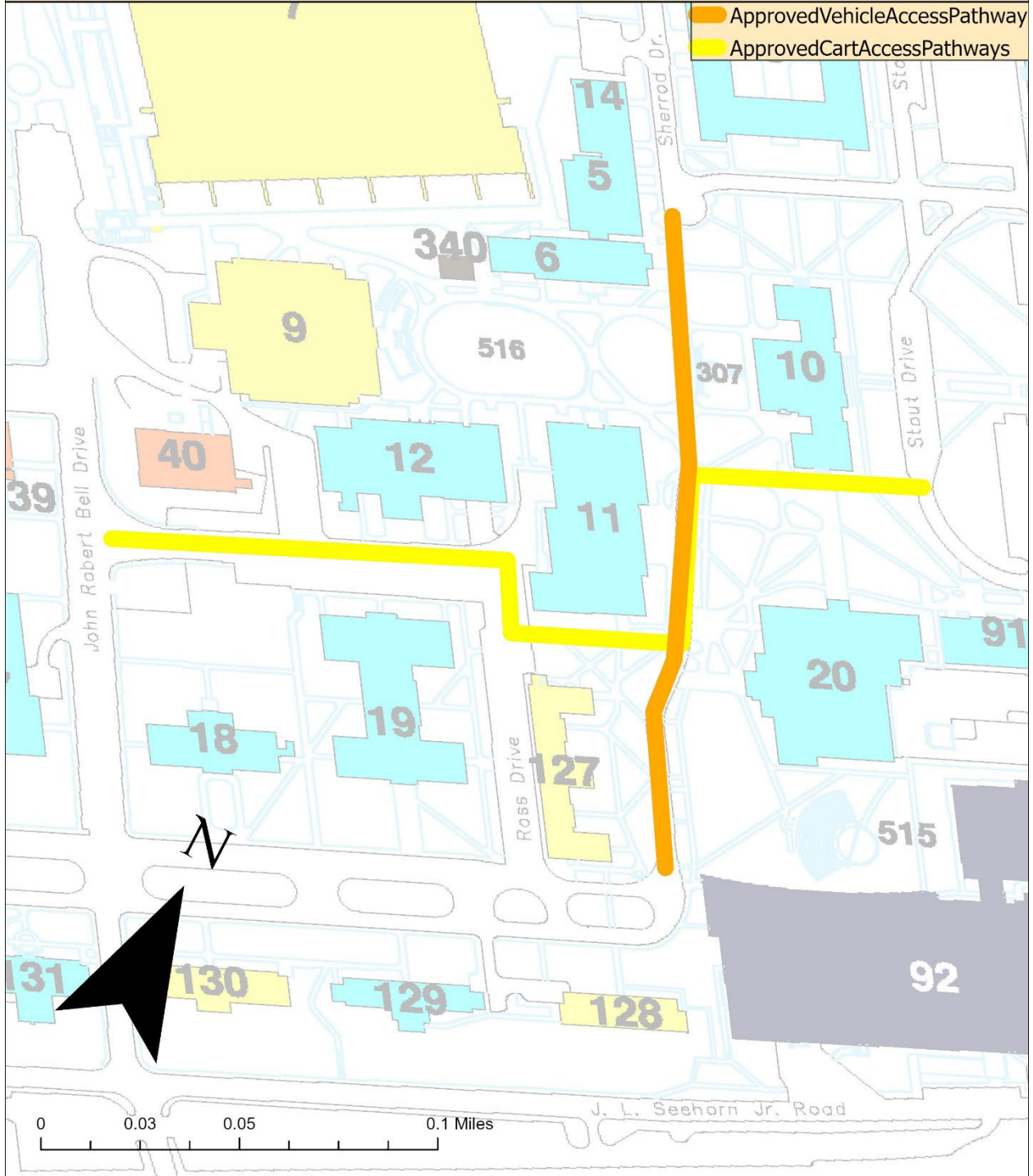
Scope and Applicability

Check those that apply to this policy and identify proposed sub-category.

	Governance	
X	Academic	
X	Students	
	Employment	
	Information Technology	
X	Environmental Health and Safety	
X	Business and Finance	
X	Facilities and Operations	
	Communications & Marketing	
	Advancement	

Appendix A

Proposed Approved Pathways for Vehicular and Cart Access to Campus Core





Time Clocks for Non-Exempt Employees	
Responsible Official: Chief Operating Officer	Responsible Office: Human Resources

Policy Purpose

This policy specifies when and how time clock use may be implemented for non-exempt employees.

Policy Statement

ETSU does not require departments to use time clocks and discourages the use of time clocks. However, ETSU understands that certain positions benefit from the use of time clocks to record time. Before a department may use time clocks, the department head must contact the Department of Human resources and receive approval

I. Approval before Using Time Clocks.

A department may only use a time clocks to record time worked if the unit's Vice President and the Vice President of Human Resources provides written approval to use of time clocks. Exempt employees shall not be required to clock in and out to record worked time.

II. Department Responsibilities.

Department supervisors are responsible for ensuring that time clocks function properly and that any malfunctions are immediately addressed by either repairing or replacing the time clock.

The employee and the supervisor shall sign each time clock timecard, certifying that the time recorded as worked is true and accurate. Time posted in the official ETSU timekeeping record shall correspond exactly with those hours reflected on the employee's time clock timecard. Time clock timecards shall be maintained in a secure manner and retained per ETSU financial procedures.

All employees in a work unit must be required to record their time in the same manner. However, a supervisor may designate certain categories of employees to record their time in a different manner than other employees so long as the method used is an ETSU-approved form or system and written approval from HR has been received.

III. Falsifying or Tampering with Time Records.

Altering, falsifying, and/or tampering with time records, including clocking in/out for another employee, will result in disciplinary action, up to and including termination of employment.

Previous Policy: PPP-74 Time Clock Policy Statement for Non-Faculty Employees

Authority: Fair Labor Standards Act

Definitions

Non-Exempt Employee	Non-exempt employees are eligible for overtime pay or compensatory time according to the Fair Labor Standards Act.
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Policy History

Effective Date:

Revision Date:

Procedure

Employees may clock in ten (10) minutes prior to their beginning work time to prepare to begin their work at the appointed time. Time worked” refers only to the time that is spent performing job-related tasks. These minutes are not compensated, unless the employee begins working before the appointed time, and the timecard is initialed by both the employee and supervisor to signify it was working time.

Each employee subject to this policy is required to :

1. clock out/in for the one (1) hour meal period;
2. clock out/in for any tasks that are not related to work.; and
3. clock out punctually at the end of the workday. Any time reflected on the timecard more than five (5) minutes after the end of the normal workday shall be compensated.

Clocking in/out is not required during the two fifteen (15) minute rest periods each day. Missed punches/punch should be reported to the supervisor immediately. Any adjustments to time clock punches must be initialed by both the employee and the immediate supervisor.

Procedure History

Effective Date:

Revision Date:

Related Form(s)

None.