

East Tennessee State University

Digital Commons @ East Tennessee State University

Faculty Senate Agendas and Minutes

Agendas and Minutes

2-21-2022

2022 February 21 - Faculty Senate Agenda and Minutes

Faculty Senate, East Tennessee State University

Follow this and additional works at: <https://dc.etsu.edu/faculty-senate-agendas-minutes>



Part of the [Higher Education Commons](#)

Recommended Citation

Faculty Senate, East Tennessee State University, "2022 February 21 - Faculty Senate Agenda and Minutes" (2022). *Faculty Senate Agendas and Minutes*. 163.

<https://dc.etsu.edu/faculty-senate-agendas-minutes/163>

This Agendas and Minutes is brought to you for free and open access by the Agendas and Minutes at Digital Commons @ East Tennessee State University. It has been accepted for inclusion in Faculty Senate Agendas and Minutes by an authorized administrator of Digital Commons @ East Tennessee State University. For more information, please contact digilib@etsu.edu.



EAST TENNESSEE STATE UNIVERSITY

Faculty Senate

February 21, 2022, 2:45 p.m. | Virtual Zoom Meeting

Faculty Senate Meeting Agenda

1. Celebrations
2. Introductions of Guests
3. Announcements
4. Guest Speaker
 - a. Dr. Karen King – Chief Information Officer – ERP and other ITS Updates
5. Approval of Minutes from February 07, 2022
6. Action Items
 - a. Motion from Ombudsperson Workgroup – Dr. Byington
 - **Motion:** I move that the Senate support the establishment of an ombudsperson at ETSU. The roles, responsibilities and functions of this individual are outlined in the draft job description developed in 2016 by an interprofessional team and reviewed and revised this semester by members of a small Faculty Senate committee.
7. Information Items
 - a. Handbook Committee Update – Dr. Epps
 - b. Board of Trustees Report – Dr. Foley
 - c. Standing Committee Need – Dr. Epps
 - d. College Elections for Vacant Senate Positions – Mr. Hendrix and Dr. McGarry
 - e. Notes from Meetings with Provost and President – Mr. Hendrix
 - f. Reports from University Committees
 - g. Other Items of Discussion from the Floor
8. Old Business
9. New Business
10. Comments from Guests
11. Final Comments/Announcements from Senators
12. Adjourn



FACULTY SENATE MINUTES

Meeting Date:	02/21/2022	Time:	14:45 – 16:30	Location:	Zoom	
Next Meeting:	03/07/2022				Scribe:	Ashley Sergiadis
Present:	Beatty, Kate; Blackhart, Ginni; Blackwell, Roger; Bray, Sheree; Burns, Bracken; Byington, Randy; Chakraborty, Kanishka; Cherry, Donna; Daniels, Jean; De Oliveira Fiuza, Felipe; Digavalli, Siva; Dowling-McClay, Karilynn; Ecay, Thomas; Elangovan, Saravanan; Epps, Susan; Evanshen, Pam; Fisher, Stacey; Foley, Virginia; Frye, Stephanie; Funk, Bobby; Garris, Bill; Gentry, Retha; Gomez Sobrino, Isabel; Gray, Jeffrey; Harnois-Church, Patricia; Hauldren, Kacie; Hawthorne, Sean; Hemphill, Bill; Hemphill, Jean; Hendrix, Stephen; Herrmann, Andrew; Hounshell, Jonathan; Johnson, Michelle; Kim, Sookhyun; Kruppa, Michael; Landis, Ryan; Lyons, Renee; Mackara, Fred; Mamudu, Hadii; McGarry, Theresa; Nivens, Ryan; O'Neil, Kason; Park, Esther; Prince, Richard; Schroder, Laurie; Sergiadis, Ashley; Tai, Chih-Che; Stevens, Alan; Thigpen, Jim; Thompson, Beth Ann; Trogen, Paul; Uddin, Mohammad; Walden, Rachel; Waters, Susan; Weyant, Emily; Youngberg, George; Zahner, Matt					
Absent:	Ellis, Jon; Ramsey, Priscilla					

Agenda Items

Meeting called to order
1. Celebrations
2. Introductions of Guests
3. Announcements
4. Guest Speaker
5. Approval of Minutes
6. Action Items
7. Information Items
8. Old Business
9. New Business
10. Comments from Guests
11. Final Comments/Announcements from Senators
11. Adjourn

DISCUSSIONS

1. Celebrations None.
2. Introductions of Guests 2.1 Amy Johnson, Associate Provost for Faculty and Director, Center for Teaching Excellence
3. Announcements None.
4. Guest Speaker – Dr. Karen King – Chief Information Officer – ERP and other ITS Updates 4.1 Dr. King discussed the transition to a new Enterprise Resource Planning System (ERP) and answered questions. <ul style="list-style-type: none"> ETSU is transitioning from Ellucian/Banner to Oracle (a cloud-hosted platform) as their ERP.



DISCUSSIONS

ERP manages and integrates all our businesses processes (planning, purchasing inventory, sales, marketing, finance, human resources, etc.).

- Beginning in July 2019, the President's Cabinet approved an ERP Planning Proposal to begin researching ERPs. During March 2021, a RFP was developed, sent to the President's Cabinet, and then to procurement for processing. Between July 2019 and March 2021, there was a lot of activity to gather information and feedback and to make changes to our processes. Examples:
 - Presentations and demonstrations from vendors (Oracle, Workday, and Ellucian).
 - Evaluation of our business processes through Strata and of ITS practices through CampusWorks. Changes were made based on those evaluations.
 - Feedback sessions from various groups and individuals (ITC Subcommittee, University Council, Academic Council, Deans Council, BJ King, Joe Sherlin, Pam Ritter, Lori Erickson, Mike Hoff, Jeremy Ross, BJ King, Adam Green).
 - Consultations with other institutions (FGCU, University of Arkansas) who already made ERP transition.
- While ETSU prepared and submitted their RFP to procurement, THEC met with TBR, UT, and LGIs about ERPs and the possibility of state funding. It is rare that state funds are available for ERP. In September 2021, UT announced their RFP that other Universities could also use to purchase ERP. Oracle and Workday responded to the RFP. Ellucian/Banner did not so we could not continue with them. Oracle was chosen. No contract has been signed yet with the UT system.
- An established group at ETSU submitted a RFP for ERP Deployment Partner. The RFP was issued in February 2022. Our contract with Oracle is for 10 years with an option for two 10 year renewals. We will be extending our contract with Banner for 5 years through TBR.
- To prepare for the ERP transition, Karen King, BJ King, and Lori Erickson have weekly meetings. An ERP Project Manager job description has been prepared and is ready to post. Karen King is meeting with the ERP project team at Vanderbilt to discuss their transition.
- The plan is for the Human Capital Management (HCM)/Human Resources (HR) to be transitioned by January 2024 and Finance to be transition by July 2023 (may extend to July 2024).

Byington: What is disaster recovery like in this environment versus what we currently have?

King: Oracle has a complete copy of our database, systems, and configurations in another region. We currently have a complete backup that is in another zone, but not region. We also have some backups that are not associated with an active directory or any other kinds of connections with the institution.

Hemphill (J.): Who owns the data?

King: ETSU owns the data.

4.2 Dr. King presented and answered questions on security.

- Pellissippi State recently shut down for several weeks because of a ransomware incident. Every computer was encrypted and everything was gone unless it was in the cloud (e.g. D2L). It started with a user having their account compromised. Ransomware through phishing is one of the most common kinds of cybersecurity threats in higher education.
- ETSU performed a risk assessment on IT and came up with a roadmap of what needed to be worked on. ETSU is using the NIST Special Publication 800-171 as a security risk management framework. There are 18 areas of security that requires policy and procedures (in progress).



DISCUSSIONS

- The following are either completed or in progress to help improve our security:
 - Risk Assessment, Roadmap, and Remediate: In terms of implementing network protection measures, we have a partnership with the UT Austin group for governance risk and compliance. We will be moving to ISORA GRC due to UT-Austin being too in-demand to be able to work with us. We also have a partnership with the FBI where they look at traffic patterns (not data content).
 - Identity & Access, Backup & Restore, MFA: We have inventoried and classified our systems, validated our inventory and system backups, implement MultiFactor Authentication for general use and VPN/Remote desktop, and implemented Single Sign On on critical systems We are in the process of reviewing user access rights and permissions.
 - Prevention, Detection, and Response: We have Cisco Firepower and AMP (prevents access to known malicious websites and viruses/malware on ETSU systems). We also have Security Awareness Training (policy and annual requirement) and requiring Higher Education Community Vendor Assessment Tool (HECVAT) on any new vendors.
 - Increase Fidelity and Assurance: We have plans to remove password exceptions, create a cyber-incident response plan and business continuity plan/disaster recovery, have tabletop exercises, and identify and document ITS Security Staff Roles to distinguish what they do.
 - Fine Tune Systems and Data: We have plans to implement ISE 802.1x, network segmentation, PII Scanning. We also plan to revise policy to include sensitive data encryption as well as data classification, location, and custodian documentation.
 - Desktop computers will stop running as an administrator by default. We will use a program "Make Me Admin". Faculty privileges will be reduced as a standard user until you need something that requires elevated permissions. When you need something that requires elevated permissions, you will run Make Me Admin. It will elevate your permissions for 10 minutes and revert back to a standard user. There will be exceptions that ITS can work with. This will roll out sometime in April.
 - Some additional updates: Housing has an outsourced managed network so students will be having a more robust experience. We hope to upgrade all the Wi-Fi in academic buildings. We have ITS open positions in networking, ESS online, and Telecome. We purchased LinkedLearning. It is free for faculty, staff, and students.

Hemphill: Was users at Pellissippi able to get their user's data back? Or, did it depend on how well people backed up their own data?

King: If they backed up their own data, they could get to that. If it was backed up on a hard drive attached to your computer, it was encrypted too.

Hemphill: Will we ever have certain class work (grades, files) backed up automatically?

King: We should be migrating to Onedrive for that reason. You can set up machines to back up to OneDrive with that information.

Prince: Does it log events after running Make Me Admin?

King: Yes.

5. Approval of Minutes

Hendrix questioned whether there was an objection to approving the minutes from the 02/07/2022 meeting. **Sergiadis** stated that Senators Epps and McGarry had minor corrections to the minutes.

No Objection: Minutes Approved



DISCUSSIONS

6. Action Items

6.1 Motion from Ombudsperson Workgroup – Dr. Byington

Motion: I move that the Senate support the establishment of an ombudsperson at ETSU. The roles, responsibilities, and functions of this individual are outlined in the draft job description developed in 2016 by an interprofessional team and reviewed and revised this semester by members of a small Faculty Senate committee.

Byington: We are recommending that the position have certain education requirements to perform vital functions. We are not recommending how the position should be staffed. For example, it could be someone existing at ETSU or an outsider who has the qualifications.

Byington moved to approve. Fiuza seconded.

Blackhart: There was general support for the motion from my colleagues. One colleague mentioned, “after a quick glance I found myself disappointed that in knowledge and abilities the ad didn’t mention anything about training in diversity, equity, and inclusion and or knowledge of trauma-informed and resilience-informed policies, procedures, and practices.” Several senators expressed agreeance with the suggestion to include DEI and trauma-informed practices.

Daniels: I concur. I also think we should expect requirements or preferences for them to be a TN 31 licensed mediators. This is a general requirement for mediators in TN. It requires about 55 hours of training.

Discussion occurred regarding the necessity of mediation training. **Foley** and **Byington** noted that in the past folks in similar roles only referred not mediated. It was legal focused to prevent conflicts between faculty and staff from escalating to the point of needing to go to court. **Walden**, **Daniels**, and **Prince** noted that they would expect the ombudsperson to have experience in mediation and there are others in fields outside of legal that would be qualified such as counseling.

Byington: If we asked for trauma-informed care, Tennessee 31 regulations, and diversity/equity/inclusion would we find someone? Would they be disqualified if they did not have all three?

Blackhart: In terms of training in diversity, equity, and inclusion and trauma- and resilience-informed care practice procedures, anyone can go through the Strong BRAIN Institute at ETSU. I think we could get somebody with at least those two qualifications. We could also have an expectation that they complete this training after they are in the position instead of requiring it.

Foley: Mediation training could be supported by the university after the person was hired.

Walden: If someone has not demonstrated any real interest in training on diversity and inclusion issues, are they appropriate to be in this extremely high role of negotiating conflict and areas of trouble? I would view that as a necessary qualification.

Foley: How do they demonstrate the commitment?

Daniels: There are many different ways; it does not need to be that you have taught it. It could be that you have had training, conducted workshops, participated on committees, etc. It is problematic if it is not prioritized because it is the very nature of what we are hoping that they can help with.

Blackhart moved to add under knowledge and abilities: *Training in and a commitment to*



DISCUSSIONS

diversity, equity, and inclusion; knowledge and/or a commitment to gain training/knowledge of trauma- and resilience-informed policies, procedures, and practices; and a commitment to engage in mediation training. Daniels seconded.

McGarry: The minimum qualifications already say three years of experience working in mediation, dispute resolution, arbitration, or related field.

Daniels: In the state of Tennessee, there could be a licensing issue that is not stated in this. If people are coming from the state of TN, they will be a TN 31 Licensed mediator. If somebody is coming in from outside, they would need to get that training afterwards. It would be a technical item to be taken care of afterwards.

And a commitment to engage in mediation training was removed from the motion. Motion approved with the statement on mediation training removed.

(General) Motion passed.

President Hendrix will forward this information to the Provost Office.

7. Information Items

7.1 Handbook Committee Update – Dr. Epps

The handbook committee intends to meet with Provost McCorkle and Amy Johnson.

7.2 Board of Trustees Report – Dr. Foley

The following items were approved:

- Housing and Meal rates for 22-23
 - Housing to remain the same
 - Silver Meal plans to increase \$55 per term. Due to inflationary costs, all increases are not being passed on to students
- CoM and CoP tuition/fees rates for 22-23,
 - in addition to approving increases, approved restructuring of tuition/fees in CoM to provide more balance across all 4 years. Changes in curriculum make this possible.
 - CoP 2% fee increase
- \$29 million bond for renovation of existing housing (Stone, Dossett, West, and Clement Halls and Luntsford Apartments)
- Revisions to Audit Plan
- Creation of a 4% salary pool (not fully funded by the state, not across the board increase but a pool) (Details on p. 11-12 of Finance and Administration Materials)
- Set our meeting dates for the coming year.

The bulk of the Board Meeting was presentation and discussion of 125 Part II. It was presented to Senior staff this morning, Deans today or tomorrow, further campus reviews and feedback will be scheduled.

7.3 Standing Committee Need – Dr. Epps

None.

7.4 College Elections for Vacant Senate Positions – Mr. Hendrix and Dr. McGarry

Mr. Hendrix sent an email last week with vacancies located in each of the colleges. Please complete the elections and submit names by March 31. In April, we will elect our officers, so



DISCUSSIONS

anybody interested in running will need to be reelected if they're up for their senate term. Reach out to Senators Hendrix and McGarry if you have any questions.

7.5 Notes from Meetings with Provost and President – Mr. Hendrix
None.

7.6 Reports from University Committees
None.

7.7 Other Items of Discussion from the Floor
This is a new agenda item so people have a place to bring up general topics of discussion.

Senators discussed HB 2670 and HB 2417

HB 2670 <https://wapp.capitol.tn.gov/apps/BillInfo/Default.aspx?BillNumber=HB2670>

This bill left the Houses' Higher Education Subcommittee and is headed to the full committee for discussion and vote this week. The Speaker of the House is carrying it. The bill itself tends to have much more of an administrative focus than an academic one. The University of Tennessee System are not going to oppose the bill, so long that they keep Section Seven in place. This section is where we get protection for academic freedom in the classroom, and the institution can continue to offer diversity, equity, and inclusion topics as it relates to coursework, accreditation, federal/state laws, etc.

HB 2417 <https://wapp.capitol.tn.gov/apps/BillInfo/Default.aspx?BillNumber=HB2417>

This bill has more implications for the classroom. Bridget Baird (government relations liaison) stated that they are meeting tomorrow with the Higher Education Subcommittee concerning the bill. She stated that it is February and there is still lots of time for things to change.

- TUFFS will be submitting a letter to both the House and Senate Committees for Higher Education This letter has been shared with Bridget Baird as well. The letter expresses that we are thankful for what has transpired. However, we do not support any legislation that deals with the divisive concepts but willing to engage in conversation. Baird and the liaison from TN Tech plan to use these letters as talking points as they meet with members of both the House and the Senate.
- We do not know if the House and Senate contingency from northeast Tennessee have expressed their opinion. On the House side, a faculty member is a member of the Education Committee as a representative of Middle Tennessee. There is some work from the Middle Tennessee contingency to get feedback from them. McGarry suggested we ask those senators and representatives to come to the Faculty Senate to talk with us.
- Bridget Baird is continuously in Nashville advocating for the institution. Her job is to read and interpret bills and build relationships with the members of the House and Senate. She will be updating us tomorrow afternoon about the bills. President Noland is there several times per week doing advocacy work as well. LGIs and the UT system have their own legislative aides. UT Advocacy has an office in Nashville and all the representatives across the state go there as well.
- **Byington** suggested it may be beneficial for the Faculty Senate to have a called meeting next Monday (everyone should have the same time available) with one agenda item, further discussion of legislative issues. **Hendrix** suggested waiting to see what happens on Wednesday and move from there.
- It may be worth seeking feedback from constituents as to what they would like to see the Faculty Senate do regarding these issues. Senator Hendrix will reach out to TUFFS to see what it would look like to submit a statewide resolution versus independent faculty



DISCUSSIONS

senates submitting resolutions. **Byington** suggested TUFFs take it from a statewide perspective and local Faculty Senates send communications to a local level.

- In terms of ETSU’s stance on this legislation, it is supportive of academic freedom. We are waiting to see where things go before taking an official stance. The institution has the ability to move faster than we do.
- **Walden** brought up a report that listed individuals in Tennessee higher education working on diversity, equity, and inclusion which could put a threat on those listed. **Funk** echoed her concerns. similar concerns.

Senators discussed Faculty Senate business via email

Senators discussed when it is appropriate to send emails to the entire Faculty Senate. This came up due to email exchanges discussing legislation. Senate is not supposed to conduct Senate business over email. **Blackhart** asked what constitutes as Faculty Senate business. Specifically, is it appropriate to share information and have discussions? **Hendrix** stated that sharing articles or information is appropriate, but he wanted to pause the discussion so everyone could participate today in the discussion in real time. He also feared that the discussion would evolve into a motion, which would make it into Senate business. Epps noted that we discussed this previously in terms of a resolution. In addition, emails can be requested in an open records request, so anything in those emails can be available for a Freedom of Information Act request. While the Senate meetings are open, we submit minutes not recordings as documentation. **McGarry** asked if Senators from a specific college could talk via email if they had something to discuss that affected the college. **Hendrix** stated that should be fine.

8. Old Business
None.

9. New Business
None.

10. Comments from Guests
None.

11. Final Comments/Announcements from Senators

12. Adjourn

Motion to Adjourn: Epps
Second: Fiuza
Meeting Adjourned

Please notify Senator Ashley Sergiadis (sergiadis@etsu.edu, Faculty Senate Secretary, 2020-2021) of any changes or corrections to the minutes.

Note: Meeting minutes are not a word-for-word transcript. Statements and questions by Senators may be edited and summarized for clarity.

Index/Position No.: DRAFT
Level 15
Position Title: University Ombudsperson
Department: Office of the President

Expectations for All Employees

East Tennessee State University pursues its mission based upon core values. An employee's job performance must support and exhibit the university's core values:

PEOPLE come first, are treated with dignity and respect, and are encouraged to achieve their full potential;

RELATIONSHIPS are built on honesty, integrity and trust;

DIVERSITY of people and thought is respected;

EXCELLENCE is achieved through teamwork, leadership, creativity, and a strong work ethic;

EFFICIENCY is achieved through wise use of human and financial resources; and

COMMITMENT to intellectual achievement is embraced.

Function of Position

Responsible to the University President for providing confidential, informal, impartial, and independent conflict management and consultation services to university faculty and staff. Acts as a source of information and referral. Works with individuals and groups to explore and assist in determining options to help resolve conflicts and problematic issues or concerns; and to bring systemic concerns to the attention of the university administration.

Essential Functions

Provides a respectful, impartial, and confidential source for faculty and staff to discuss problems.

Assists in reframing issues and helping employees evaluate options.

Provides coaching as needed with regard to effective oral and written communication.

Provides information on university policies and practices.

Provides referrals to other services at the university.

Guides or coaches employees to deal directly with other parties.

Refers employees to the appropriate formal resolution resources within the university.

Assists in resolving interpersonal conflicts.

Facilitates confidential conversations between and among faculty, staff, and administrators involved in conflict situations.

Educates faculty and staff about the Office's confidentiality, neutrality and availability.

Facilitates one-on-one and group conversations as requested by faculty and/or staff members.

Assists faculty and staff in the assessment of the pros and cons of possible options.

Follows-up to determine outcomes and further need of assistance.

Develops and recommends policies, procedures, practices, and strategies.

Provides regular reports to the President, Provost, and Staff and Faculty Senates regarding the types of issues and concerns addressed to identify trends.

Develops and presents workshops on conflict related topics.

Provides individual and group needs assessment and coaching.

Assesses the campus climate.

Secondary Functions

Supervises office staff.

Serves on university committees as required.

Maintains departmental website.

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of federal and state laws, THEC regulations and university policies/procedures.

Knowledge of conflict resolution processes and mediation services.

Knowledge of principles and practices of higher education administration.

Ability to remain nonjudgmental.

Ability to problem solve and analyze facts.

Ability to maintain confidentiality of information.

Ability to communicate effectively with all levels of employees.

Ability to interpret policy and develop programs that meet university goals and objectives.

Supervision Given and Received

Reports directly to the University President initiating programs under general direction, working from policies and general objectives. Directly supervises staff.

Minimum Qualifications

Master's degree required; JD or terminal degree preferred. Three years of experience working in mediation, alternative dispute resolution, arbitration, or a related field required. Training in mediation or alternative dispute resolution required. Experience in working in higher education required. Experience in working in an ombudsman office preferred.

February 2016, Revised January 2022



STAFF SENATE

EAST TENNESSEE STATE UNIVERSITY

Resolution to Support ETSU Faculty Senate in the Establishment of a University Ombudsperson

ETSU Staff Senate

14-February-2022

WHEREAS, the Staff Senate seeks to represent the entire staff of ETSU, and


WHEREAS, the staff of ETSU deserve the right to a non-biased party for arbitration and general other settlement of disputes, and

WHEREAS, the staff of ETSU warrant creative and independent counsel and resources, and

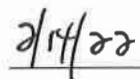
WHEREAS, the Faculty Senate has proposed and passed a resolution for an Ombudsperson in 2006 and this is a reaffirmation of that proposal for a created position to be made available to the campus,

NOW, THEREFORE, be it resolved by the members of 2021-2022 East Tennessee State University Staff Senate that we support the East Tennessee State University Faculty Senate in the request for the establishment of a University Ombudsperson and offer our fullest support and assistance as needed in any manner to create this opportunity for our fellow employees.

Submitted by Senator Anthony Johnson on behalf of the Staff Senate Executive Committee, and approved this day by vote of the Staff Senate.



Joy Fulkerson,
2021-2023 Staff Senate President



Date

Index/Position No.: DRAFT
Level 15
Position Title: University Ombudsperson
Department: Office of the President

Expectations for All Employees

East Tennessee State University pursues its mission based upon core values. An employee's job performance must support and exhibit the university's core values:

PEOPLE come first, are treated with dignity and respect, and are encouraged to achieve their full potential;

RELATIONSHIPS are built on honesty, integrity and trust;

DIVERSITY of people and thought is respected;

EXCELLENCE is achieved through teamwork, leadership, creativity, and a strong work ethic;

EFFICIENCY is achieved through wise use of human and financial resources; and

COMMITMENT to intellectual achievement is embraced.

Function of Position

Responsible to the University President for providing confidential, informal, impartial, and independent conflict management and consultation services to university faculty and staff. Acts as a source of information and referral. Works with individuals and groups to explore and assist in determining options to help resolve conflicts and problematic issues or concerns; and to bring systemic concerns to the attention of the university administration.

Essential Functions

Provides a respectful, impartial, and confidential source for faculty and staff to discuss problems.

Assists in reframing issues and helping employees evaluate options.

Provides coaching as needed with regard to effective oral and written communication.

Provides information on university policies and practices.

Provides referrals to other services at the university.

Guides or coaches employees to deal directly with other parties.

Refers employees to the appropriate formal resolution resources within the university.

Assists in resolving interpersonal conflicts.

Facilitates confidential conversations between and among faculty, staff, and administrators involved in conflict situations.

Educates faculty and staff about the Office's confidentiality, neutrality and availability.

Facilitates one-on-one and group conversations as requested by faculty and/or staff members.

Assists faculty and staff in the assessment of the pros and cons of possible options.

Follows-up to determine outcomes and further need of assistance.

Develops and recommends policies, procedures, practices, and strategies.

Provides regular reports to the President, Provost, and Staff and Faculty Senates regarding the types of issues and concerns addressed to identify trends.

Develops and presents workshops on conflict related topics.

Provides individual and group needs assessment and coaching.

Assesses the campus climate.

Secondary Functions

Supervises office staff.

Serves on university committees as required.

Maintains departmental website.

Performs other related duties as assigned.

Knowledge and Abilities

Knowledge of federal and state laws, THEC regulations and university policies/procedures.

Knowledge of conflict resolution processes and mediation services.

Knowledge of principles and practices of higher education administration.

Ability to remain nonjudgmental.

Ability to problem solve and analyze facts.

Ability to maintain confidentiality of information.

Ability to communicate effectively with all levels of employees.

Ability to interpret policy and develop programs that meet university goals and objectives.

Training in and a commitment to diversity, equity, and inclusion;
Knowledge and/or a commitment to gain training/knowledge of trauma- and resilience-informed policies, procedures, and practices.

Supervision Given and Received

Reports directly to the University President initiating programs under general direction, working from policies and general objectives. Directly supervises staff.

Minimum Qualifications

Master's degree required; JD or terminal degree preferred. Three years of experience working in mediation, alternative dispute resolution, arbitration, or a related field required. Training in mediation or alternative dispute resolution required. Experience in working in higher education required. Experience in working in an ombudsman office preferred.

February 2016, Revised January 2022

Meeting with Provost McCorkle

02/15/2021

Questions submitted by Senators

- What positions can Deans appoint with no announcement, search, or input? What is the process for making those decisions?
 - Provost McCorkle posed this question to the deans. The responses she received were across the board: some conduct formal external or internal searches, while others have informal internal processes.
 - Senators expressed concerns about the processes and provided some suggestions going forward, particularly for the mid-level opportunities (associate deans, assistant deans, department chairs). There should be a known process for seeking interested faculty in these roles. There should always be an open call for faculty to indicate their interest in the position. This would also help deans identify faculty who may be interested in such positions that they were not aware would be interested.

- In our recent Faculty Senate Exec meeting, we discussed the standing committees *Faculty Concerns and Grievances* and *Academic Freedom and Faculty Ethics*. We were discussing if changes were needed to the procedures of the committee, the purposes of the committee, etc. In that discussion, a question was raised about HR policies that impact faculty. In particular, PPP-27 is the Employee Grievance/Complaints Procedure. This policy is dated and still refers to TBR policies. What are the plans to update those types of policies that are HR-related but impact faculty processes?
 - The Provost Office and HR are reviewing policies currently. The Provost is looking into extracting processes from HR policies related to faculty and incorporating them into academic policies.

- Update on searches (Deans and Vice Provosts)
 - The (1) Vice Provost and Chief Research Officer and (2) Executive Vice Provost for Academics and Health positions will be open to an internal search per the advice of the Faculty Senate Executive Committee.
 - The Director for the QEP will be an external search. The QEP this year will be on engaged learning and community engagement. The plan is for the director to start by April.
 - Dozens of applications are being received for the deans position, and more are expected to be received. The plan is to have candidates on campus for interviews in April.

- Any updates on initiatives from your office
 - Provost McCorkle is preparing for the Board of Trustees meeting where they will discuss Chapter 125. Afterwards, it will be discussed throughout campus before being sent back to the Board of Trustees.
 - The Huron Consulting Group sent their report on online assessment. We will be thinking about ways to expand our online programs, including discussions with the deans and faculty on what they are interested in developing.
 - The Distinguished Faculty Award was increased to \$7,500 based on the feedback during a meeting with the Faculty Senate Executive Committee.

- Senator Hendrix suggested that the deans have a discussion on best practices of awards within their individual colleges. Department of Curriculum and Instruction is exemplary at nominating people.
- The new Academic Building will have no offices just collaboration and teaching spaces. Senators stated that faculty need a place to perch and meet with students in the building. Concerns were raised about where the faculty will go whose offices will no longer be there. There are plans for this process but no details were provided.

Notes from Meeting with President Noland

02/11/2022

- I am submitting this question on behalf of another faculty member in CAS. I just have received the memorandum from the president, and it seems there are no any safety measures introduced this semester, not even masking. This version is more infectious, and we already have as many daily infections as the peak we had before. Of course, the "we encourage this and that" means nothing when people will not do it. This year I also do not see any mechanism for remote or mixed type of teaching akin we had last semester. While it was cumbersome to obtain it, at least there was a mechanism for vulnerable faculty to protect themselves. Now there is something only for the non-faculty people, but I did not find anything else. What can we do?

Answer: [State law](#) prohibits us from requiring face coverings at this time. Masks are currently strongly encouraged.

- With the mini-dome getting new signage, is it at all possible for the lit ETSU letters on the overpass (by Millennium Center/Carnegie) to be updated to the new ETSU font? It is such a staple of Johnson City, and I think an update would be welcomed by many. Thank you.

Answer: The plan is for the letters to be updated within the next five days.

- Updates from Nashville and the Governor's Budget.

Dr. Noland provided the Memorandum to the Board of Trustees on the Governor's Budget FY 2022-2023 (attached). He provided some additional context to the Memorandum:

Construction & Centers

- As Lamb Hall wraps up construction, Humanities Building will begin construction. 9-12 months into the construction of the Humanities Building, then Brown Hall will begin construction.
- There has been no major construction to Brown Hall since 1969.
- The Innovation Lab will house Dental Hygiene and Family Medicine. This will free up space in Lamb Hall and Family Medicine.
- Although we received lots of funds for construction, we only received half of what we expected for deferred maintenance projects. We will be asking the Board of Trustees to release \$29 million in debt to address HVAC, mold, and other deferred maintenance within our housing.
- The Center of Nursing Excellence received \$1 million in recurring investments because they will be the authority over TN nursing supply and demand.

Hiring, Salary, & CARES Funds

- Employees may not receive 4% across the board salary raises as insinuated by the state, because the funds for salary raises are not fully funded by the government. ETSU cannot raise fees to pay for salary raises. We may need to use funds to invest in raising the starting salaries where we are having trouble hiring, such as IT.

- Dr. Noland is considering hiring Huron Consulting Group (who evaluated our online programs) to evaluate our processes, operations, structures, systems, etc. This could help with salaries. For example, we have 1,500 fewer students than in 2011 but 200+ more faculty and staff positions. Austin Peay was able to raise salaries because they used salary savings from vacant positions. This evaluation would also be useful in simplifying our processes before implementing a new ERP system. The consulting firm would be paid with CARES funds. These are one-time funds.
- The final distribution of CARES funds (\$7.7 million) will be pushed out next week. Students may receive up to \$930. The other CARES funds were used to cover losses in both housing and dining. We still have \$10 million left of CARES funds that could be used to hire the Huron Consulting Group (see second bullet under salary). The hope is to have some go into reserves. These are one-time funds so we are limited in what it can be used for.
- Senators were interested in an advisory group on faculty salaries proposed by President Noland and Provost McCorkle.

Other

- There is some activity around social justice and CRT, but there is no reason to be concerned yet. Basic Education Program (BEP) has taken the most attention.
- The state pays for students to take the ACT, so they do not want institutions to stop requiring them. There is activity around requiring students to submit the ACT. This may mean that students would have to submit the ACT, but programs would not have to consider them when making decisions.
- University of Memphis is taking over 15 schools (K-12) within proximity. There are no plans to do this at ETSU.
- There is more flexibility to fees than expected. We cannot have a base operating fee increase, but can have a staggered one for certain issues (e.g. additional counselors as requested by students).
- Our spring enrollment is down 200. In the fall, we were down 400. Returning to on ground has course corrected retention.
- Lottery scholarships have been raised from \$3500 to \$5100. This means we may not have to pay as much for our scholarships and could use those funds for something else.

Other Updates

- The Deans search is going well. The plan is for candidates to come on campus late spring.
- A memorial for Jim Powell will most likely be scheduled late March.
- Board of Trustees will review the materials for Chapter 125 next Friday. After they have reviewed it, then it will be released to the campus. There will be town halls, small groups, etc. for additional comments. Then, it will be send to the full board for approval.
- Senator Epps raised the concern that the Budget Strategic Committee have not met since before COVID. If it is not planning to be used, then it needs to be discontinued.



East Tennessee State University
Office of the President

Box 70734 • Johnson City, Tennessee 37614-1710 • (423) 439-4211 • Fax: (423) 439-4004

MEMORANDUM

TO: ETSU Board of Trustees

FROM: Brian Noland, President

DATE: February 2, 2022

SUBJECT: Governor's Budget FY 2022-2023

Earlier this week during his State of the State address, Governor Bill Lee unveiled his 2022-23 budget proposal to the 112th General Assembly. This historic budget includes nearly \$2 billion dollars of new investments in higher education to fund research, technical education programs, health sciences and medical education programs, college access programs, new facilities, campus upgrades, and — perhaps most importantly — additional scholarship money for students. Under Governor Lee's budget, the Tennessee HOPE scholarship fund would receive a historic \$88.6 million increase allowing four-year students to receive up to \$5,100 per year for all four years of college and up to \$3,200 at community colleges. The increases to the Tennessee Hope scholarship are the first since I left Tennessee many years ago to work in West Virginia.

Governor Lee's support for higher education includes a statewide operating improvement of \$90 million to fund the THEC outcomes formula as well as \$47.5 million for salary increases across Universities, community colleges, and the Tennessee Colleges of Applied Technology. These resources equate to a four percent salary pool for ETSU. It appears as if this pool is fully funded, something that I have not experienced in my more than twenty-year history working in the state's higher education system. If these calculations are correct, they will have a significant impact on the Board's upcoming budget and fee discussions.

The proposed investments in capital are the largest in the State's history, with over \$1.11 billion in capital improvements, including 21 capital outlay projects and \$250 million in strategic investments at Tennessee State University. The Governor's budget also recommends \$108 million for capital maintenance, \$50 million of which is identified as recurring funds. The unprecedented investments in East Tennessee State University include approximately \$160 million for campus upgrades, new construction, and major renovations. This funding represents the single largest investment in new academic construction in the history of the university.

New capital funding (proposed state appropriation and institutional match) includes:

- **\$47.7 million** for the first phase of renovations for Brown Hall
- **\$43.9 million** for a new integrated health science building to be located off of State of Franklin Road near the Innovation Lab
- **\$59.2 million** for a new general academic building to be constructed on the site where the Campus Center currently resides
- **\$7.5 million** for deferred maintenance projects including roof replacements and HVAC upgrades and replacement of the radio tower for our public radio station, WETS-FM

	FY22 planning	FY23 State	FY23 Match	FY23 Total	Project Total
Brown Hall		\$45,792,000	\$1,908,000	\$47,700,000	\$47,700,000
Integrated HS		40,844,600	3,055,400	43,900,000	43,900,000
Academic Bldg.	3,250,000	55,330,000	3,920,000	59,250,000	62,500,000
Maintenance		7,550,000		7,550,000	7,550,000
	\$3,250,000	\$149,516,600	\$8,883,400	\$158,400,000	\$161,650,000

Additionally, the budget includes \$1 million in recurring investments to support the creation of a statewide Center for Nursing Excellence that builds upon the Ballad Investment of \$10 million that was announced in late 2021. Other appropriations include \$19 million to upgrade our existing Banner ERP data system and funding to support operating increases across the Quillen College of Medicine. GME expansion is included in the budget at \$18.6 million and staff will work with THEC in the coming weeks to learn more about the particulars of this budget item. The table below compares the THEC Recommendation to the Governor’s proposed budget.

	THEC Recommendation				Governor’s Budget			
	21-22 Base	Outcomes	\$ Increase	Recommended	Operating	Salary	Ins	Total
Main Campus	\$78,255,200	\$197,000	\$5,570,000	\$84,022,200	\$5,570,000	\$3,273,500	\$954,700	\$88,250,400
COM	40,577,400		1,623,100	42,200,500	901,300	2,211,600	202,000	43,892,300
Family Med	8,577,200		343,100	\$8,920,300	30,500	624,000	36,400	9,265,100

This is a historic moment for universities across the state and a particularly exhilarating time to be at ETSU. Assuming the Governor’s budget is approved by the General Assembly, we will begin work on some of the largest academic infrastructure projects in our history. I will share updates on these many initiatives during the February Board Meeting. These changes, coupled with the sheer volume of activity that they will bring about, will undoubtedly be disruptive. However, they also will be transformational, helping to better position ETSU for long-term success and innovation. Thank you in advance for your support and contributions as we embark on this incredible journey.