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2008 November 17 - Faculty Senate Agenda and Minutes

Faculty Senate, East Tennessee State University

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Greer, Georgia

From: Bragg, Mark on behalf of ETSU Announcements
Sent: Monday, November 17, 2008 9:12 AM
To: faculty@etsu.edu; staff@etsu.edu
Subject: Important Announcement from Faculty Senate - November 17 2008 Agenda

**FACULTY SENATE AGENDA
MONDAY, NOVEMBER 17, 2008
2:45 PM FORUM**

NOTE TO SENATORS: Please share the Senate agenda, minutes, and any other enclosures with your colleagues prior to the scheduled meeting. Senate meetings are open to ALL faculty. Agendas, minutes, and attendance rosters are available on the Faculty Senate website at <http://www.etsu.edu/senate/>.

Call to Order: President Paul Trogen

Approval of Minutes:

Continuing Business: Dr. David Collins, Vice President for Finance and Administration, will address the Senate and answer questions about the budget;

Mr. Calvin Cooper, Director of Parking, will address the Senate and answer questions about parking;

If time permits, committee chairs will report on committees' progress toward their goals.

Announcements:

Adjournment:

Please Note: Next meeting is December 1, 2008, at 2:45 pm, in the Forum, Culp Center.

Please send information and notices of non-attendance to Kathleen Grover (grover@etsu.edu or 96672), Secretary, Faculty Senate 2008-2009.

11/17/2008

MINUTES—November 17, 2008
Faculty Senate—East Tennessee State University

UPCOMING MEETING:	FOLLOWING MEETING:
December 1, 2008 2:45 pm Forum, Culp Center	January 26, 2009 2:45 pm Forum, Culp Center

Present: Alsop, Bitter, Brown, Burgess, Byington, Campbell, Cecil, Champouillon, Cherry, Creekmore (by proxy Odle), Dorgan, Ecay, Elhindi, Fisher, Fitzgerald, Glover, Granberry, Grover, Hamdy, Hemphill, Horton, Kelley, Kortum, Martin, Mullersman, Mustain, Peiris, Price, Roach, Schacht, Scott, Shafer, Shuttle, Smurzynski, Tarnoff, Trainor, Trogen, Zou

Excused: Arnall, Crowe, Drummond, Franklin, Gerard, Govett, Kaplan, Loess, Metts, Morgan, Mozen, Stone, Stuart, Zhu

Guests: Dr. David Collins, Vice President for Finance and Administration;
Mr. Calvin Cooper, Director of Parking; Ms. Jennifer Crigger, Director of Auxiliaries

CALL TO ORDER: A quorum being present, President Trogen called the meeting to order at 2:48 pm.

APPROVAL OF MINUTES: The minutes of the November 3, 2008, Faculty Senate meeting were approved.

CONTINUING BUSINESS: **Dr. Collins reviewed Call to Action: Creating a Culture of Stewardship and Economic Restraint**, which was presented to the ETSU community earlier in November 2008 and is on ETSU's website. He described the creation of the Budget Reversion Task Force and repeated that ETSU and Tennessee are not alone in facing economic straits. He said reductions of \$7,607,200 have been made so far; ETSU faces a potential 5% reduction (\$4,655,100) in January 2009 and another 5% reduction in July 2009 for a total of \$16,917,400 in 2008-2010. Reserves of \$1,661,800 have been used so far. Savings have been made by reducing operating costs and freezing positions.

Senator Kortum asked how much in reserves ETSU still has. Collins said it is hard to tell because it is in several accounts. About \$3,000,000 is untouchable because we cannot go below reserves of 2%.

Senator Bitter asked what specific accounts have been frozen. Collins said though travel, hiring, and facilities improvements are being looked at closely, they are not yet actually frozen. Administrators have had to approve hires and the addition of two smart classrooms to keep programs viable; travel is severely limited but so far fundable if absolutely necessary.

Senator Alsop asked how enrollment projections figure into resources. Collins said increases are not figured into the budget because they cannot be counted on. In addition, tuition increases remain unknown until June.

Collins went on to explain that Task Force members examined means of reducing, consolidating, and/or eliminating costs wherever possible. They have devised short-, intermediate-, and long-term strategies for action. Long-term actions may be necessitated in 2010-1011 and might include elimination of programs and RIFs.

Senator Dorgan said she has learned the 12 credit-hour cap for full-time student fees may be abolished. Where would such action be decided? Collins said TBR would make that sort of decision. The increase in tuition might be sizable, affected by enrollment and the number of hours students choose to take.

Senator Tamoff asked how reductions in library holdings might be determined. Collins said holdings would depend on accreditation and program needs; Provost Bert Bach would be consulted in such matters.

Kortum said that in presenting the Call to Action, Chief Operating Officer Wilsie Bishop referred to faculty being asked to teach an extra course or two. Would that request be across the board? Collins replied that at this point the possibilities are very broad: faculty may be asked to teach extra classes to get ETSU through hard times. Collins said one option suggested for reducing costs will not work: removal of light bulbs at ETSU does not reduce the flow of power and saves no money. In fact, people might increase the use and cost of power if they bring in lamps to make up for light they lose.

Senator Hemphill said that in his building, near the steam plant, people are forced to open all hallway doors to make the temperature bearable. Could someone save ETSU money by adjusting the amount of heat entering the building? Collins answered that this year's budget includes no money for capital maintenance or HVAC updating. He recalls only one other year in which such funds were unavailable.

Dorgan asked if reducing glossy publications for fundraising, etc., has been considered as a means for saving money. Collins said everything is up for consideration. This year's United Way fundraising is way down because no hard copies of brochures or forms are available. ETSU is saving \$180,000 by reducing or eliminating payments for cell phone use.

Hemphill said that ETSU has lost its cohort at Pellissippi State Community College because PSCC is taking over the program to enhance its own income.

Collins enumerated intermediate steps including reviewing the costs/benefits of outsourcing printing, evaluating benefits of maintaining the motor pool,

reviewing intensive course requirements, establishing three-year program schedules (including a staffing model for the programs), and developing a Voluntary Buy-Out (VBO) program.

Senator Shuttle asked how a VBO would be funded. Collins answered that funding it would be hard, but the one-time costs would save the repeated expenses of maintaining present levels of staffing.

Collins explained other intermediate possibilities: encouraging non-instructional assignments for one year on half salary, developing alternative staffing models (12-month appointments becoming 9-months, reductions in hours, clerical pools, or job sharing) and collaborating with other state units.

Senator Schacht asked if reducing the number of ETSU administrators has been considered. Collins repeated that all possibilities are on the table.

Collins said intermediate means of generating revenue being considered are reviewing and inventorying specialized fees for high-cost programs.

Tarnoff said faculty need to be encouraged to get together to propose, discuss, and evaluate all strategies. Collins referred all to www.etsu.edu/calltoaction for further information and ideas.

Also asked if anyone has considered a trimester system as a possible cost-saving action. Collins said no, but such a change would have to be considered at the TBR level. A four-day week is another possibility.

Senator Mullersman asked about the costs of Microsoft licenses. Collins said he would have to get specifics and is unsure how those costs could be lowered.

Schacht asked if lifting of the gag order members of the Task Force were under meant that secrecy is over. Collins explained that while the report was being generated, all possibilities were being bandied about without censure; to encourage brainstorming, they wanted to maintain an atmosphere of confidentiality. Now that general principles have been delineated, they require specific actions; senators and other faculty must be willing to use their brains to address the problems we face. He called for volunteers to serve on the committees suggested by the Task Force.

Hemphill asked if super-regional universities have been considered as an option. Collins replied that again, TBR and THEC would have to make such decisions. Hemphill asked if we should not be proactive rather than reactive.

Senator Champouillon said that faculty senators intend to be involved. Faculty and administrators do not always agree on such important matters. He asked if the five administrators and 222 students from the now closed Bristol Center have

been moved to the main campus. Collins said the staff of five, which included a security guard and a technology person, do have places here, and students are being accommodated. Savings result from not having to pay rent or overhead for the facilities.

Collins introduced Mr. Cooper and Ms. Crigger. **He then reviewed the recent history of parking at ETSU and discussed current parking problems and strategies.** In 2006, Phase I of the actions to deal with parking, ETSU hired Carl Walker, Inc., which suggested the creation of a tiered parking system and increased rates. In 2007-2008 and Phase II, Desman Associates suggested the creating of a parking and transportation department and an increase in enforcement personnel; improvements in the campus shuttle system; the creation of a parking structure near Maple Street; the development of 320 parking spaces; the use of a third-party web-based system for issuing permits, paying citations, and handling appeals; and tiered parking with increases in fees to as much as \$300 for some lots. At the recommendation of a Parking Task Force created to respond to Desman's proposals, 376 spaces have been created, fees have remained under \$100, and construction of a parking garage has been delayed indefinitely. Motorcycle and bicycle use and parking problems have multiplied as people have increased their use of these vehicles to cope with rising costs of gas.

Senator Trainor noted that no motorcycles yet use the spaces reserved for them at Sam Wilson Hall. He asked if BucShot is a luxury to be considered for reduction or elimination during the budget crunch. Collins said parking fees pay for BucShot. Motorcycles have just recently been assigned parking spaces to get them off sidewalks; their riders may not have located all parking spaces.

Also asked if the overhangs at the entrances to the Brown Hall courtyard are legal parking spaces for motorcycles, which crowd them. Collins said he would check and address the problem. Bicycles are also being ticketed for going the wrong way or breaking other campus rules.

Also added that safety is being compromised by traffic around University School and Brown Hall. Collins replied that every solution proposed to solve the problems there has caused still more problems, but he is open to trying different ideas to move 700 people to and from UH. Opening Walnut Street again is a possibility, but the doors on UH's north side were sealed to make offices and the building would have to be reconfigured.

Champouillon asked why people are not ticketed for blocking parking lots when they wait to pick up their children. Collins said that cars are ticketed if drivers leave them blocking the lots, but they are simply supposed to move if others need to use or leave parking spaces. Staggered release times have been considered, but some parents have several children in different classes at the school. Safety of the children is a primary concern.

Bitter asked that the agreement between CCOE and Athletics be reinstated to let faculty use the parking lot next to Warf Pickel during athletic events. The lot is increasingly dangerous because of vans; some spaces may need to be reallocated. Also, if three-tiered parking is still a possibility in the future, he urges administrators to consider that those who make the least might need the spaces most but be least able to afford them; he asked Collins to please revisit the issue. Collins said the situation is complicated because some staff have well paid spouses and can afford the higher rates.

Trogen said that Dean Rebecca Pyles will speak about the Honors College and Dr. Bill Kirkwood will discuss the periodic review of administrators at the Senate's next meeting, on December 1, 2008. He thanked Collins, Cooper, and Crigger for bringing information to the Senate.

ADJOURNMENT: There being no further business, the meeting was adjourned at 4:42 pm.

*Please notify Kathleen Grover (grover@etsu.edu or x96672), Faculty Senate Secretary, 2008-2009, of any changes or corrections to the minutes. Web Page is maintained by Senator Doug Burgess (burgess@etsu.edu or x96691).
wordsmithing*