

**GOVERNORS STATE UNIVERSITY
BOARD OF TRUSTEES**

**SENATE RETREATS
Monday, November 12, 2018
William D. McGee Hall of Honors**

Patrick Ormsby, Chair

Chair Patrick Ormsby called the meeting to order at 9:35 am. Trustees Carney Barr and Anibal Taboas were also in attendance. Trustee Linda Coleman arrived at 10:30 am.

CIVIL SERVICE SENATE

Also in attendance: Elaine P. Maimon, President; Elizabeth A. Cada, Provost and Vice President for Academic Affairs; W. Paul Bylaska, Vice President for Administration and Finance; Sara Luke, General Counsel; Penny Perdue, Chief of Administrative Operations and Liaison to the Board; Sandra Alvarado, Director of Human Resource Services; Sheryl Jones-Harper, President, Civil Service Senate; and Civil Service Senate members Paul Berwanger, Lura Brown, Paula Cosenza, Kim Ferkula, Dorothea Franklin, Katie Frossard Fisher, LaSheena Fuller, Brenda Moore, Susie Morris, Nancy Slowey, Deirdre Webb, and Merri Wilkerson.

Chair Ormsby welcomed the Civil Service Senate to the meeting, which will be for discussion of University matters. No action will be taken by the Board as there is not a quorum present. He introduced Sheryl Jones-Harper, President of the Civil Service Senate. She thanked the Board and the Administration for the opportunity to meet, stating it was a privilege. She also expressed her appreciation for the three days off granted over the winter break. Jones-Harper went on to present topics sent to her anonymously.

Effective July 1, Teamsters Union dues stopped being taken from some employees' paychecks. Alvarado explained the difference is due to being a fair share member as opposed to a full member. Fair share members do not have to pay dues. Jones-Harper stated many who are deemed fair share were not aware of this status. Alvarado explained it is a union issue, and should be addressed with the business agent, Brendan Crolley, on an individual basis. She offered to help put those interested in contact with Mr. Crolley. She noted the Teamsters do not have a union representative currently on campus.

Retaliation by supervisors and the lack of proper training of supervisors was the next topic. Alvarado noted Interim Associate Vice President Anne Gill is putting together a professional development program for supervisors, especially first time supervisors. A discussion ensued as to how complaints are filed, investigated, and resolved. Alvarado explained Human Resources (HR) procedures. Several employees stated their supervisors appeared unaware of these procedures, adding it is detrimental to morale and productivity. Many recounted taking on extra

work duties with no compensation; a lack of professional development opportunities; and lack of guidance on career advancement.

Compensation was also discussed, in particular, whether salary ranges would be reevaluated and adjustments made. Alvarado responded this is currently in process, and she agreed that this is long overdue. Bylaska pointed out that HR has made great strides under Gill's leadership, adding that the University is considering hiring an outside consultant to evaluate compensation. The issue of desk audits was brought up, including the extreme length of time they seem to take and a supervisor's ability to reject recommendations for reclassification and increased compensation. Bylaska acknowledged that HR has been underfunded and understaffed for many years, and diligent efforts to rectify that are underway.

Two employees from the Family Development Center asked about developing agreements with local community colleges so they may attend classes that pertain specifically to early childhood development. These are often offered in the evenings and on Saturdays, so they would not have to take off work time. Some type of tuition waiver would be very helpful. It was pointed out the Dual Degree Program only offers benefits for full-time transfer students. Jones-Harper requested the Administration look into developing agreements with local community colleges to assist employees needing credentials.

The next topic encompassed a lack of communication as to new hires, departmental changes, and not knowing whom to contact in various work related situations. It was noted the Outlook contact list and phone directory list are not always up to date, nor are department webpages. Past efforts, such as First Fridays, or introducing new hires to departments across campus, have fallen by the wayside. Jones-Harper added that the Civil Service Senate does not even have a complete roster of Civil Service employees. Alvarado responded that new hire orientation takes place once a month, and HR will work to provide the Senate and the campus at-large the names and departments of new hires.

A Family Development Center employee pointed out they do have professional development days throughout the year when kids are not in the FDC, adding that it would be wonderful if some University festivities took place on these days so FDC employees could attend them.

The topic of classifying current AP employees as Civil Service, and/or hiring exclusively Civil Service positions was discussed next. Alvarado responded HR currently is counseling supervisors on how to classify new hires as Civil Service. Jones-Harper explained one of the reasons there has been so much discussion with the Merit Board over the years is because people have created AP positions that should have been classified at Civil Service. Alvarado confirmed that the onus is on HR to rectify classifications, and they are working to rectify this.

Maimon acknowledged the challenges of the budget nightmare were felt across the whole University, and many things shared today are connected with that. Operations were threadbare, and employees were not being replaced because it was not possible. In addition, a major re-

thinking of how HR operated was necessary, and Anne and Sandra have been doing a remarkable job. She thanked everyone for their patience as this process progresses. Jones-Harper asked if HR would again have a dedicated person to Civil Service, as previously. Alvarado explained that she, Bylaska, and Kristina Houston have Civil Service experience. The plan going forward is for HR staff to be cross-trained in order to serve more employees efficiently.

The Trustees, Administration, and Civil Service shared gratitude for today's forum.

FACULTY SENATE

The meeting was resumed by Chair Ormsby at 12:39 pm. Trustees Barr, Taboas, and Coleman were also present. He welcomed members of the Faculty Senate, who included: David Golland, Faculty Senate President; Kim Boland-Prom, Mary Carrington, Alli Cipra, Lydia Falconnier, Linda Geller, Jayne Goode, Pam Guimond, William Kresse, Rashidah Muhammad, Shawn Patrick, J. Christopher Tweddle, Amy Vujaklija, Stephen Wagner, Christopher White, Barbara Winicki, Maristela Zell, and guests of the Faculty Senate Timothy Pedigo and Cynthia Romanowski.

Golland thanked the Trustees and welcomed everyone, stating the purpose of today's retreat is for faculty leaders to get to know the Trustees, and to inform the Board on the importance of faculty work throughout the University. Introductions were made.

Boland-Prom, Chair of the Institutional Policies Committee (IPC), provided a brief background on the work of the Committee, who is now collaborating with the Administrative Policy Committee (APC) in order to turn out more work. Old policies are being reviewed, and new policies are being developed. Cynthia Romanowski briefly reported on the work of the University Curriculum Committee (UCC). The Committee recently started working with *Curriculog*, which should help in reviewing curriculum efficiently. Tim Pedigo reported on the Academic Program Review Committee (APRC), which ensures that all components of programs are met, such as the number of students, student to teacher ratio, periodic review of programs, and addressing reports from the IBHE. They are also using the *Curriculog* system. Cada added the IBHE requires universities review new programs every three years, programs in good standing every six years, and any questionable factors every three years. This information is provided to the Board on a regular basis. Alli Cipra, Chair of the Policy Monitoring Committee (PMC), explained they investigate reports of policy violations in an effort to keep things open and transparent. Maristela Zell is Director of the General Education Council (GEC), which is not a standing committee of the Faculty Senate but is a very active committee, instituted when freshmen were admitted. The Committee assesses student outcomes, helps prepare for accreditation visits, and partners with the UCC. Their major undertaking is assessment that builds a culture that inspires meaningful changes in pedagogy that help faculty and administration to provide the best for GSU's students.

The floor was opened for discussion.

Boland-Prom asked the Board if they had any sense of the future, such as the state budget. Ormsby reported they did not at this time, which is a problem because it makes it difficult to plan. However, some capital funding was released by the State to address water pipe and roof replacements. He concluded by stating the outlook is guarded, but that personally he is optimistic and feels positive about the future of GSU. Zell expressed her appreciation for having a proactive president.

Wagner recalled that when he came to GSU the College of Business was moving from ACBSP accreditation to AACSB, and was told it was at the direction of the Board. He asked for further insight. Maimon responded that before her appointment as president the Board of Trustees made it clear that any program eligible for national accreditation should seek it, putting an emphasis on high quality. Taboas welcomed feedback on the health of the faculty, the administration, and the shared governance model at GSU. Winicki responded that all faculty senate decisions are recommended to the Administration. There have been times when faculty felt recommendations were not taken seriously, noting the experience with program elimination as a difficult time because the Faculty Senate made some recommendations that were not put into place. Boland-Prom agreed the state budget wore everyone out, pointing out that her workload went up 30%, which is significant. What the state did will take a long time to recover from. Wagner added the health of the faculty and institution has a lot to do with the idea of being able to make a contribution and having a sense of control over one's fate; being an instrumental part of where the institution is heading. Carrington pointed out the Faculty Senate has developed a new Wellness Committee to address work-life issues and things that impact faculty and ultimately the University's academics.

Coleman asked Golland to elaborate on the addition of a Unit B faculty member to the Faculty Senate. Golland explained in September the Faculty Senate voted to amend its bylaws to include a non-tenure track faculty member in response to interest expressed by Unit B instructors, many of whom are very active with program accreditation and chairing programs. They are very much a part of the academic process and therefore it appeared to be a good move to include them. Golland expressed that faculty know why tenure is important to them as individuals, but emphasized it is also incredibly important to an institution. Others added what tenure meant to them, including academic freedom; research, service, and devotion to an institution; and the dissemination of knowledge and sharing of truth. Ormsby encouraged professional development and the cataloging of skill sets of current employees to promote internal promotion.

Goode turned the conversation to the University's General Education curriculum, specifically the cohort system, and how it can be improved. Many interviews and focus groups have been assessed, in addition to survey data, which will be presented to the Provost's Council and AACSU. Preliminary findings indicate the cohort model is a mixed bag. The Gen-Ed council plans to reconfigure the cohorts to allow students to make more informed choices of their own. GSU will continue to take a strong and purposeful position in helping students succeed.

Kresse asked for an update on international student recruitment. Maimon briefly summarized the work of the Enrollment Growth Task Force. She noted visas from India have decreased from 70,000 to 40,000 in the past several years; however, GSU has hired a consultant in India to advise prospective students and early signs show it is having some success.

All expressed gratitude for the opportunity to meet, and a break was taken at 2:47 pm.

STUDENT SENATE

Ormsby welcomed the Student Senate members, and introduced Senate President, Lester Van Moody III. Introductions were made.

Also present were Aurélio Valente, Vice President for Student Affairs and Enrollment Management; Robert Clay, Student Senate Advisor; and members of the Student Senate Derrick Brown, Hillary Chadare, German Cutz, Jasmin Garner, Juan Gutierrez, Angel Jackson, Lalit Karnam, Tanya Dawson, and Karina Hernandez Cazarez.

Moody reported on some of the work of the Student Senate, including restructuring committees, revising bylaws, and updating the responsibilities of the President and the IBHE representative. Topics of discussion will include instituting a Black Studies Minor, the institution of Greek Life on campus, *Policy 26 – Grading and Status*, and housing rates at *Prairie Place*.

German Cutz expressed that current housing contracts exclude break periods and summer during which residents are required to leave campus. He feels this is a deterrent to enrollment. 12-month contracts, which allow students to stay on campus, are much more expensive. Cutz was also concerned about the lack of scholarships for international students, employment for international students, and athletic practices and games interfering with classes. Valente acknowledged these concerns have been brought to his attention. He confirmed student athletes would not be penalized for missing practice due to course commitments, including endangering their scholarships. In terms of housing contracts, residents without a 12-month contract have the opportunity to pay per-night to stay in their dorm. Barr expressed concerns about the practice of barring students from *Prairie Place* during breaks. Taboas concurred. Valente indicated this practice is in place to discourage domestic students from staying on campus when classes are not in session, as their main purpose for being on campus is for academic purposes. Valente stated a dinner with international students is being held soon and this topic will be explored further.

The allocation of student organization operating funds, which is often delayed for months, was brought up next. Students expressed a need for the funds in July/August when the academic year is getting started. Bylaska expressed surprise that this was the case, and pledged to rectify it.

Policy 26 – Grading and Status, is of concern to students because it does not allow faculty to assign +/- grades. Students feel this would allow professors to assign more accurate evaluations of a student's work. Coleman explained it becomes a problem when designating Latin honors.

Cada pointed out there is a committee consisting of faculty and students currently looking at this, and they will report to the Faculty Senate Institutional Policy Committee with recommendations for amendments.

Gratitude was expressed by all present. Ormsby requested a motion to adjourn. Coleman made a motion. Barr seconded. The motion was approved by unanimous voice vote and the meeting adjourned at 3:52 pm.

Respectfully submitted,

Joan Johns Maloney