

**University Council**  
**October 9, 2017, at 8:30 a.m.**  
**East Tennessee Room, Culp Center**

**1. Call to Order**

Dr. Wilsie Bishop called the meeting to order and announced that Dr. Noland would arrive later in the meeting.

**2. Roll Call**

Ms. Jennifer Hill called the roll. Those in attendance were: Dr. Brian Noland (chair), Dr. Bert Bach, Ms. Bridget Baird, Dr. Wilsie Bishop (vice chair), Mr. Scott Carter, Dr. Cheri Clavier, Dr. William Duncan, Dr. Susan Epps, Dr. Bill Flora, Ms. Kristin France, Dr. Mike Hoff, Dr. Keith Johnson, Dr. Jane Jones, Dr. B.J. King, Dr. Karen King, Dr. Claudia Kozinetz, Dr. Angela Lewis, Dr. David Linville, Mr. Michael Luchtan, Dr. Cecilia McIntosh, Dr. Robert Means, Ms. Keyana Miller, Ms. Stefanie Murphy, Dr. Rick Osborn, Ms. Pam Ritter, Dr. David Roane, Dr. Janna Scarborough, Dr. Ramona Williams, Dr. Randy Wykoff.

Those absent were: Mr. Ed Kelly, Mr. Jeremy Ross, Dr. Joe Sherlin, Mr. Joe Smith.

Others in attendance: Ms. Jennifer Hill (taking minutes).

**3. Standing Items**

**3.1 Approve minutes of September 11, 2017, meeting**

The [minutes](#) were unanimously approved.

**3.2 Review Agenda**

Dr. Bishop announced that Dr. Bill Flora has volunteered to be parliamentarian of the University Council, and, later in the meeting, introduced Dr. Angela Lewis, who was recently named Vice Provost and Special Assistant to the President for Strategic Initiatives. She also noted that the President's Report would be delayed pending Dr. Noland's arrival.

**3.4 Report of Completed Action Items From:**

**3.4.1. Academic Council – Dr. Bert Bach**

- Dr. Bach presented four items that have been reported to the Academic and other councils.
  - First, a national search will be undertaken for a new director of Undergraduate Admissions following the resignation of Brian Henley, and this position is expected to be filled on or before June 30, 2018. During this search, ETSU will work with EAB Consultant Tom Taylor who will come this fall to: conduct a comprehensive review of current processes to ensure the fall 2018 recruitment agenda is in place and conduct a comprehensive analysis of all University services that have to do with the undergraduate and graduate admissions process, as well

as help ETSU prepare for the acquisition of our CRM (constituent relationship management) package. The RFP was issued Sept. 18; the proposals will be opened Oct. 17; technical evaluations will be completed by Oct. 25, and the cost proposals will be opened and scores calculated Oct. 31. The institution will issue its intent to award letter for the CRM on Nov. 2.

- An interim admissions director will be appointed, and Royall is helping us work with identifying that individual, who may be a recently retired professional who would come here on a full-time or substantial part-time basis. The University has asked specifically for someone knowledgeable on the implementation of CRM systems.
- Dr. Ramona Williams has reassigned three individuals in her office (Dawn Bridwell, Dusty Duncan, and Michelle Williams), and with the appointment of the interim director, Mr. Henley's former responsibilities will be fulfilled.
- Staff are looking at making sure they have good communication relative to visits to high schools and community colleges as part of the undergraduate admissions agenda. They will share a map indicating schools to which the seven admissions counselors are assigned. Dr. Williams and her staff have developed a software program to document where and when the visits are taking place. This will be presented to the Academic Council on Thursday, Oct. 12.
- Dr. Bach reported that Director of Veterans Affairs Tony Banchs and his staff are using grant funding to assist in developing a web-based platform to help prospective students in the military may determine what ETSU courses will articulate with military training. Dr. Rick Osborn has been involved in a similar effort in the past and has volunteered to assist.
- Dr. Bach reported that Dr. Mike Hoff has presented a preliminary report to the Academic Council that broke down the fall 2017 enrollment by college, department, and program and specified a process for finalizing the report to ensure the information is both useful and used; Dr. Hoff will meet with colleges and departments as necessary to identify five-year trends. The process will eventually become crucial to strategic planning.

#### **3.4.2 Council of Chairs – Dr. Janna Scarborough**

Dr. Scarborough reported that the council is continuing to plan for its meetings and looking at the possibility of a retreat in January. The Council does not have funding of its own to support some of its initiatives for meetings. The Council will try to bring chairs together to discuss their unique experiences as chairs and look for support from its Foundation account to fund initiatives.

#### **3.4.3 Research Council – Dr. William Duncan**

Dr. Duncan reported that five agenda items were addressed at the Sept. 13 meeting:

- The Council reviewed and approved the revisions to the ETSU policy on scholarship and research conduct, updating it to remove references to the Tennessee Board of Regents; this will be forwarded to Academic Council.

- The Council agreed to convene a working group to review current policies for application and current guidelines governing use of RDC funds and will organize a group of faculty to meet with the RDC and examine these policies, which have been in place for approximately 12 years.
- The Council reviewed the revision to the data storage and backup policy related to export control; this will be posted on the website and should be helpful to faculty and students in dealing with confidential information and will be an asset to the Institutional Review Board when reviewing policy and conducting studies that need confidentiality requirements to be included.
- The Council reviewed the current plan for establishing a mechanism to support “crowdfunding” for scholarly projects in the sciences and humanities at ETSU. It is slated to be launched sometime in the fall. This will be helpful for faculty and students who receive funding for small projects.
- The Council reviewed plans for an agreement with the University of Tennessee to provide advanced computing; a contract should be in place soon. This will provide expert resources in terms of individual support for faculty as well as actual computing resources.

#### **3.4.4 Information Technology Council – Dr. Karen King**

Dr. King reported that during its meeting the previous week, the ITC approved a TAF (Technology Access Fee) request for mapping software in Geosciences. This had been put forward as a proposal, and it was approved to pay 85 percent for the first year but reduced after that. They are willing to make this available to the entire campus.

Computers using Windows XP and Vista operating systems are now blocked from the campus network. Two requests for exemptions have been granted in the form of 30-day extensions to allow time to make better arrangements.

Dr. King referred back to Dr. Duncan’s report and noted that the specific motion that came through for action specified that any nonpublished data going outside the country must go before Dr. Duncan’s office and be reviewed by Wendy Eckert.

The ITC reinstated a Data Standards Committee with people from Financial Services, the Registrar’s Office, and others concerned with FERPA data and data security. This is also the group that will assist in creating policies for preferred names in the Banner system.

The ITC discussed an Enterprise Password Manager, an application that allows users to encrypt and store passwords. Individuals in ITS have been using these for some time. The ITC looked at other options and found that Enterprise is more economical. It will be tested among ITS staff before it is brought forward for wider use; it would be funded through ITS for the entire campus.

ITS is putting computer account request forms online; a form has been added for students to request name changes and other needs.

ITS successfully negotiated a contract for a 10 GB internet connection. ITS has been working on this for over a year, and it is half the cost of a 1 GB connection from another provider, which will save money and provide better service. However, implementation will take some time as ITS waits for the connection to arrive and replaces old firewalls with new ones that will handle the new service. Improvement in bandwidth should be noted by spring.

The ITC is considering a policy to prohibit employees from forwarding their emails to outside accounts following an incident in which one employee's email account was found to be compromised. The practice of forwarding email to outside accounts is used by approximately 54 ETSU employees as a means to archive all their emails. This new policy was sent to ITC members for an email vote but did not receive unanimous approval; it will continue to be discussed.

During discussion that followed, Dr. Duncan said the University must do a better job of educating faculty on export control issues and taking computers out of the country, especially to areas where there are restrictions; U.S. officials can confiscate computers upon re-entry.

#### **3.4.5 Faculty Senate – Dr. Susan Epps**

Dr. Epps reported that the Faculty Senate has been working on staffing the Faculty Concerns and Grievances Committee, which is chaired by Dr. Doug Burgess, and the Tenure and Promotion Committee. The Senate is working to ensure it is following policy and having one representative of each college and two alternates should any members need to recuse themselves.

Dr. Epps said that she and Randy Byington had attended the recent Tennessee University Faculty Senates (TUFS) meeting at the University of Tennessee. During discussions with representatives of other state universities, they expressed the positive experience ETSU has had thus far with its new Board of Trustees. They also learned that ETSU is the only university with a Staff Senate, which could indicate why the university boards do not have Staff Senate representation. Other topics discussed included outsourcing, which ETSU's Faculty Senate is on record as opposing. Tennessee Tech will host TUFS in the spring, and ETSU may host the fall meeting.

#### **3.4.6 Staff Senate – Ms. Stephanie Murphy**

Ms. Murphy noted that Staff Senate members showed support of Homecoming by both attending and participating in various events in different capacities.

Last month, the Staff Senate created the Staff Senate Cares Committee, a group committed to giving back to the community after a disaster. The Committee has already organized an Oct. 16 trip to Gatlinburg to assist with the continuing cleanup from the 2016 wildfires.

Chairs and co-chairs have been identified for committees.

The 2018 Staff Senate Picnic will be held May 11.

#### **3.4.7 Student Government Association – Ms. Keyana Miller**

Ms. Miller reported that the SGA Senate unanimously passed legislation in support of DACA and undocumented students. She stated that it was important for this message to come from students.

The SGA has been working on constitutional changes. The SGA constitution is currently 67 pages in length; the new draft is 14 pages. This draft is being reviewed through committees and will be presented to the full SGA for approval in November.

Ms. Miller reported that she recently attended a meeting sponsored by TBR for student representatives of campuses across the state. One point of discussion at this meeting centered on the students' wish to have the student representatives on the respective boards of Trustees be voting members. It was noted that the Tennessee Colleges of Applied Technology have a representative on the TBR who is a voting member, and the University of Tennessee has a voting student member within its

governance structure. Another item discussed during this meeting was tuition equality for DACA students. Former SGA presidents will lobby for DACA students who graduate from Tennessee high schools to pay regular in-state tuition. In discussion, it was asked how many DACA students are at ETSU; Ms. Bridget Baird said it was less than 1 percent, and Dr. Ramona Williams agreed, saying the number is low because they have to pay out-of-state tuition.

The SGA Major Fall Concert featuring All-American Rejects is Oct. 21; tickets are currently on sale.

Homecoming was a success, and Ms. Miller thanked faculty and staff for their participation.

### **3.4.8 Graduate and Professional Student Association – Mr. Michael Luchtan**

Mr. Luchtan said that during its first meeting of the semester, the GPSA worked on allocating funds for student travel. They changed what could be approved for funding.

A thesis support group meeting was held; this is open to all graduate students.

A Halloween-themed food drive is planned.

Mr. Luchtan presented international students' concerns. He called international students "one of the shining lights of the University"; they contribute positively to the classroom and the student body. Health care is one of their chief concerns; they need health care but have only one choice of company for coverage. Some students are afraid to seek health care for fear of huge bills. In discussion, it was pointed out that Student Health Services is available, and that the current student health policy was chosen by bid; a less expensive student insurance policy had been considered but failed to provide baseline coverage. Dr. Bishop stated the University Council would take note of the efficacy of the student health policy, and Council members suggested that further communication efforts could be made to help students learn what is available to them and how to file claims and follow the process until a resolved bill arrives.

## **4. Action Items**

### **4.1 Old Business**

#### **4.1.1 Update on Interim Alcohol Policy Follow-up Following 30-day Public Comment – Ms. Lisa Williams**

Ms. Williams said the Office of University Counsel has reviewed the comments on the policy ([attached](#)), and many centered on adding different sites, with several requests to add art galleries. She said the University wants to move forward with the existing list as presented, and other locations may be added later. No changes have been made to the policy.

The motion was made to approve the policy by Dr. Wykoff and seconded by Dr. McIntosh. In discussion, Dr. Epps stated that the Ward Room needed to be removed from the list because it is slated to become academic office space. Following discussion regarding questions pertaining to Board and University approval of policies and procedures, Dr. Epps made a motion to amend the policy by removing the Ward Room; this motion was seconded and approved unanimously.

Mr. Luchtan stated that Slocumb Galleries needs to be added to the list of approved campus locations for serving of alcohol, and that the arts should be represented just as sports are. Ms. Williams reiterated that the list as presented is a starting point, and locations may be added later. Dr. McIntosh noted that the policy does allow exemptions to be requested.

The University Council unanimously approved the motion to approve the ETSU Alcohol Policy as amended to remove the Ward Room from the list of approved campus locations.

## **4.2 New Business**

### **4.2.1 Review of Revisions to Board of Trustees-Approved Procedures – Introduction by Dr. David Linville**

Dr. Linville deferred to Dr. B.J. King for the introduction. Dr. King said these three policies/procedures have been approved by the Board of Trustees. The University is currently in the process of procurement severance from the TBR. All policies related to procurement have been examined, and a website has been developed to show that the University is ready and capable of handling procurement on its own. The policies have been treated holistically and simplified.

#### **4.2.1.1 General Purchasing, Receipt of Materials, and Payment of Invoices – Dr. B.J. King**

Dr. King noted that this policy (see [attachment](#)) combines three older policies and adds *FP-21 Business Meals, Employee Recognition and Flowers* in a section on Special Purchasing Considerations. Further, in section XII of the policy on “Departmental Responsibility in Processing Payments,” the word *service* was added in numerous places to add definition to what may be covered. Dr. King asked if this policy a 30-day review. Dr. Linville replied that it did not because the Board has granted the President authority to approve policy, and it may be his wish to have the endorsement of the University Council before doing so. Dr. King said that in accordance with that, she would ask for Council endorsement of these policy changes. The motion was made and seconded to accept the policy. In discussion, Dr. Wykoff asked if the University could pay for alumni meals off-site in advance; Dr. King replied that they are still working through this process, but noted that state rules currently prohibit paying for something until it is received. After discussion, the motion to accept the policy was unanimously approved.

#### **4.2.1.2 General Travel – Dr. B.J. King**

Dr. King noted that this revision of FP-7 (see [attachment](#)) adds another policy from the TBR called *Athletic and Group Travel* into the General Travel policy. Following a motion and second to approve this policy, Dr. King explained that a large portion of the policy is geared toward getting the University in line with state rates; a section was added about requiring employees to personally sign their individual authorization request. Also, items were added regarding taking personal leave in the midst of travel, athletics travel, and more. She said audit results required some changes to travel procedures; in addition to an internal audit, a state

audit on athletic travel remains ongoing, and the two areas for which the University has had audits have been athletic travel and study abroad, so these are covered in more detail. Although these changes, she said, do not have the appearance of being minimal, they are, in fact, simple updates addressing mileage, the use of Enterprise, procedures, use of personal automobiles, and more. She pointed out an oddity in Section VIII, item E, which specifies that after travel claims for team/group or study abroad travel are submitted into eBucs, the original travel claim documents must be sent to Financial Services; although it was requested previously that original documents be shredded to avoid inadvertent processing of a claim multiple times, an audit required that original copies with “wet signatures” be kept on file. Section X on Athletic Travel and all Other Group Travel includes TBR 4.03.03.50 and the recommendations of our Internal Audit on Athletics Travel. Sections on travel rates are based on state finance and administration (F&A) rates. Dr. King said this revision attempts to achieve compliance with audit reports to include our group and athletic travel as well as conformity with state finance and administration policies and procedures. Following discussion, the motion to approve the policy as presented passed unanimously. Training and information sessions will be offered for those responsible for implementation of the policy.

#### **4.2.1.3 Contracts and Signatory Authority – Dr. B.J. King**

Following a motion and second to accept the Contracts and Signatory Authority policy (see [attachment](#)), Dr. King stated that the policy adds FP-40 into the previous policy from the TBR. She said Section V adds designated officials who may execute contracts on behalf of the University, and Section VII specifies prohibited contracts. Also added was wording about the president’s approval of agreements and contracts and a statement of policy explaining why the University has a policy on contracts and signatory authority. She said she has already had a question about delegation of signature and said a policy will be presented to the Board of Trustees at its November meeting that is specific to delegation of signature; however, signature delegation is not addressed in this policy, so a separate policy addressing that facet will be necessary. Discussion ensued regarding the definition of the word *professorship* within the policy (II.A.5.) and whether the term would encompass only tenure-track professors or also include visiting and other classifications of professors; Dr. King said that this language came from the previous policy and will require further investigation. The motion to approve the policy as presented, with the understanding that Dr. King would investigate the definition of *professorship*, was approved unanimously.

## **5. Announcements**

### **5.1 Graduate School Trends – Dr. Cecilia McIntosh**

Dr. McIntosh delivered a presentation titled “Update on Status of Graduate Education at ETSU 2017” (see attached [PowerPoint](#)), noting that the last such

comprehensive presentation was given in 2012. She outlined the vision of the ETSU School of Graduate Studies, which is to assure a reputation for quality and excellence in graduate education; to innovate; to collaborate; and to serve the state, region, nation, and world with delivery of high-quality graduate programs. Among the points made regarding the current status were the fact that ETSU now serves over 2,400 graduate students through 42 master's programs, 12 doctoral programs (not including the M.D. or Pharm.D.), and 34 graduate certificates, with over 150 choices for study; offers professional development opportunities for students and faculty; and continually looks for innovations in new and interdisciplinary programs. Interest, applications, and enrollment are trending upward, and ETSU is using various methods to market its programs to take advantage of that trend. Some examples of programs experiencing growth include sport management, digital marketing, global sport leadership, and nursing; she noted that some concerns arose when the nursing program left the Regents Online Degree Program, but it has seen increases nonetheless. Applications and admissions for degree and certificate programs are also trending upward. In international applications, ETSU has experienced a 47.7 percent increase, compared to the national trend of a 1-2 percent increase per year over the past two years; top programs attracting applications from international students are largely in the areas of science, technology, mathematics, and business. Dr. McIntosh listed a number of initiatives the School of Graduate Studies is using to boost retention, and noted an 80 percent retention rate among students who go to the Graduate Student Success Specialists for assistance. Graduation rates are also trending upward, and a record 903 students graduated in 2016-17. Among areas of challenge and opportunities for growth are recruitment of top students, application completion, and matriculation of accepted students.

### **3.3 President's Report – Dr. Brian Noland**

#### **3.3.1 State of the University Address**

Dr. Noland presented some highlights from his Oct. 2 State of the University Address and noted that the materials he used in his presentation were available online on the President's Office website. Among these highlights were: ETSU's enrollment is up by 346 students this fall; the freshman class is at 2,050, which is an increase over last year; and the freshman class is academically well-prepared. ETSU's retention rate is the highest in the history of the institution, growing almost 10 percentage points over the past five years. He noted this is the year for implementation of the Strategic Plan, and significant substantive work is in progress. The University also spent considerable time implementing its new budget model and was able to incorporate salary enhancements and Equity Plan adjustments; building projects are also under way.

#### **3.3.2 Implementation of New Budget Model**

Dr. Noland reiterated that this is the year of implementing the new budget model, which has required several years to develop and set the framework from both policy and cultural perspectives. He noted that faculty and staff are excited that enrollment is up and, as a result, are looking forward to increased distribution of revenue, which will occur after the authorization to do so is granted by the Board of Trustees. The Board will meet on Nov. 10, and details on how those revenues will be distributed will be presented to the University Council on Nov.



13. Dr. Noland said that considerations in distributing the additional funding include: addressing the “Category 4” items determined earlier during the budget process; building the University’s reserves, which currently stand at \$3.46 million, for a “rainy day”; and rewarding those colleges and departments that have grown. In discussion, questions arose pertaining to the history of the “Category 4” items and whether they might be reconsidered. Dr. Noland noted that the history and listing of these items are available online in the minutes and budget materials from previous meetings and said that because the University was able to grow this year, ETSU would be able to honor the commitments made through the shared governance process. He said that to undo the decisions made through that process would run counter to the trust the University has worked hard to establish.

### **3.3.3 Homecoming**

Following an update on an incident that occurred on campus the night of Oct. 7, Dr. Noland described the University’s Homecoming celebration as “magical,” with one of the largest community celebrations held on campus in a long time taking place Oct. 6, including the Homecoming parade, pep rally, and fireworks, which were followed by an excellent Homecoming Day on Oct. 7. He also described the emotions he and others felt during a concert held Oct. 6 at Munsey Memorial United Methodist Church, in which current and alumni choirs of the ETSU Department of Music honored longtime supporter James Powell on the occasion of his 80<sup>th</sup> birthday.

Dr. Noland said the night of Oct. 7 continued the “outstanding” Homecoming festivities with a crowd of approximately 1,800 watching the Step Show in the ETSU/Mountain States Health Alliance Athletics Center (Minidome). However, according to a timeline still being determined, at 10:04 p.m., shortly before the scheduled Comedy Show, Public Safety officers were made aware of a threat that someone would “shoot up the place” at 10:30 p.m. Dr. Noland described how, within 20 minutes, Public Safety and Student Affairs officials made the difficult decision to evacuate the Minidome out of concern for the safety of everyone present. He said that comments in a newspaper about a bomb threat and about the decision to evacuate being political in nature were untrue. He said the investigation is ongoing, processes would be reviewed, and plans were in place to speak with the students who were in the building to get a sense of what they were hearing. He said that the University will implement a “clear bag” policy and begin using a wand metal detector for most events in the future.

### **3.3.4 Alcohol Policy**

Dr. Noland referred to the discussion earlier in the meeting regarding the alcohol policy and noted that the new policy provides a level of consistency in application that had not been practiced under a previous policy. In addition, he wished to dispel the myths that the University will sell alcohol and that students could have alcohol in the residence halls, neither of which is the case. Requests may be submitted to serve alcohol at locations that are not on the approved list. The issue is not about the sale of beverages; rather, the focus should be on the distribution (i.e., serving) of alcohol by only licensed individuals (i.e., bartenders) at university activities.

### **3.3.5 Board of Trustees**

Dr. Noland reminded the University Council of the fourth meeting of the Board of Trustees slated for Nov. 10 and said that both the meeting of the full Board as well as all committee meetings are open to the public. He said Council members should encourage faculty and staff who are interested to attend and indicated that members of the Board of Trustees have expressed their enjoyment of interacting with members of the campus community during their time on campus.

### **5.2 Other**

In other business, a question was asked regarding designated representatives if a University Council member must miss a meeting. Dr. Bishop replied that alternate representatives have been named for the student groups but not for other members. She also pointed out that minutes are provided and enough other people are in attendance who can take information back to their areas. She also said, in response to a comment that materials for today's meeting were not available until Friday, that the intent was to distribute those materials earlier.

## **6. Adjournment**

A motion was made and seconded to adjourn, and passed unanimously. The meeting was adjourned at 11:10 a.m.