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Armstrong Faculty Senate Agenda

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### August 15, 2016 Armstrong Faculty Senate Agenda

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**Armstrong State University**  
**Faculty Senate Meeting**  
**Agenda of August 15, 2016**  
**Student Union, Ballroom A, 3:00 p.m.**

- I. Pre-Senate Working Session (3:00–3:30 p.m.)
  - A. Orientation of New Senators
- II. Call to Order
- III. Senate Action
  - A. Approval of Minutes from [April 18, 2016](#) Faculty Senate Meeting
  - B. Brief Remarks from Dr. Linda Bleicken, President
  - C. Brief Remarks from Dr. Robert Smith, Provost and Vice-President of Academic Affairs
  - D. Human Resources Organizational Structure, Mr. John Brooks, Director of HR (Appendix A)
  - E. Old Business
    1. Recurrent Updates
      - i. Joint Leadership Team Summaries (Appendices B and C)
      - ii. Faculty and Staff Vacancy Reports (Appendix D)
    2. Other Old Business
      - i. FSB\_2016-03-21-02\_Post-tenure Review Raises (Appendix E)
      - ii. Post-tenure Process Review Committee
      - iii. Campus Carry Legislation
      - iv. Salary Adjustments
      - v. Faculty Fair Compensation Bill (Appendix F)
    3. Old Business from the Floor
  - F. New Business
    1. Committee Membership
      - i. Steering Committee
        - a. Approval of Members
      - ii. University Curriculum Committee
      - iii. Governance Committee
        - a. Approval of Members
      - iv. Academic Standards
      - v. Education Technology
      - vi. Faculty Welfare
      - vii. Planning, Budget, and Facilities
      - viii. Student Success
    2. New Issues/Committee Charges
      - i. Turnaround Time for Grades
      - ii. Timeframe for Student Evaluations in Summer Courses
      - iii. Standardizing Process for Including Student Ratings/Comments on APAR's
    3. Faculty Representation on Committees

- i. Behavioral Assessment Team
    - 4. Other New Business
    - 5. New Business from the Floor
  - G. Senate Information and Announcements
    - 1. Search Committee Updates
    - 2. Sexual Misconduct Training
    - 3. Send Committee Meeting Dates and Minutes to [faculty.senate@armstrong.edu](mailto:faculty.senate@armstrong.edu)
    - 4. Send Changes in Committee Chairs and Senate Liaisons to [governance.senate@armstrong.edu](mailto:governance.senate@armstrong.edu)
    - 5. Announcements (from the floor)
- IV. Adjournment


**Appendix A**  
**ARMSTRONG STATE UNIVERSITY**  
**DEPARTMENT OF HUMAN RESOURCE SERVICES**  
**ORGANIZATIONAL CHART**



Director Human Resources  
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 John.Brooks@armstrong.edu


John Brooks

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- Policy Development
- Strategic Planning




Manager Total Rewards  
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Willette Stevens




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Carol Lightle




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Jessica Rea



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 Anna.Grizzard@armstrong.edu

Anna Grizzard



Part Time Human Resource Assistant

Vacant

- Benefits
- Compensation
- Classification
- Tap
- FLSA
- FMLA
- Workers Compensation

- Recruitment
- Performance Management
- Training & Development
- HR Website
- Background Checks
- Onboarding

- Dual Employment
- HRIS Reporting and Metrics
- Workflow Analysis and Integration
- Records and Retention
- Policy & Compliance Support

## Appendix B

### Joint Leadership Team

April 26, 2016

### Summary

**Attendees:** L. Bleicken, J. Buckenmeyer, E. Desnoyers-Colas, C. Corrigan, L. Davis, D. Dennie, M. Downs, A. Heaston, B. Kelso, G. Lewis, T. Moody, C. Padgett, S. Peters, P. Potter, R. Smith, D. Ward, D. Wheeler, J. Wong

**Guests:** C. Curtis, C. Reagin, D. Stewart, L. Sweany, J. Weaver

### Armstrong Values

JLT recognized Ms. Lisa Sweany, Athletic Director for demonstrating the Armstrong values of leadership, stewardship, and scholarship. Specifically, Ms. Sweany was recognized for helping Armstrong student-athletes be very successful in the classroom as well as in their sport. For exhibiting our Armstrong values on a daily basis, JLT thanked Ms. Lisa Sweany. JLT also recognized Dr. Elizabeth Desnoyers-Colas, Mr. Matthias Downs, and Ms. Pat Potter for their leadership of Faculty Senate, Student Government Association, and Staff Council, respectively. Specifically, they were recognized as engaged leaders who willingly worked with others to advance Armstrong. For exhibiting our Armstrong values on a daily basis, JLT thanked Dr. Elizabeth Desnoyers-Colas, Mr. Matthias Downs, and Ms. Pat Potter.

### Quarterly Financial Update

Cam Reagin shared the third quarter financial report. Armstrong's financials continue to be strong. The presentation is attached.

### IT Governance Structure

Jessica Weaver shared the IT Governance Model. The model establishes a process that enables strategic, operational, and technical decision-making. Details about the model may be found at <https://www.armstrong.edu/departments/its-governance>.

### ACE Fellow Project

Susan Peters, ACE Fellow from Francis Marion University shared what she had learned about retention, the topic that she researched this academic year. The presentation is attached.

### Enrollment Update

As of 4/26, overall Summer 2016 enrollment was 3106, up 4.65% from one year ago. As of 4/26, overall Fall 2016 enrollment was 3712, up 2.29% from one year ago. Fall 2016 application numbers continue to be strong, especially for transfers. One enrollment indicator tracked for continuing students is advisement holds. As of 4/26, 2090 advisement appointments have been completed for freshmen and sophomores with 1768 of the students registered. As of 4/26, 1884 juniors and seniors have been advised with 1612 of the students registered. Additional enrollment indicators tracked include Navigate registrations and housing applications. As of 4/22, 438 students had registered for Navigate, an increase of 141 from one year ago. As of 4/22, there were 312 new applicants for housing, an increase of 55 from one year ago. There were 757 renewals, an increase of 66 from one year ago.

An update was provided for the search for Director of Admission. Ms. Tobe Frierson has accepted the position. She will begin May 12.

### **Faculty Senate**

The letter from the Armstrong Faculty Senate to Governor Deal regarding HB 589 was shared.

Information from the University System of Georgia Faculty Council (USGFC) meeting was also shared. The Chancellor attended the meeting. He recognized Armstrong for its Campus Conversation series, and he asked the USGFC to develop programming such as this to address sensitive issues on college campuses. The Chancellor believes that the Governor will veto HB 589 but indicated that it will be reintroduced next year. Dr. Desnoyers-Colas was selected as the next President of USGFC.

### **Staff Council**

The Spring Staff Assembly is scheduled for April 29. Outgoing Staff Council members will be recognized. Refresh and Renew is the program theme that will help individuals to learn things about Armstrong that they may not know.

Staff Council will complete its spring fundraiser on April 29 when contributors pick up their Gigi Cupcakes and Perk Coffee in the Student Union.

The last Galley Day is scheduled for May 6. The staff are already inquiring whether Galley Days will continue. The initiative has been very successful.

### **Student Government Association Update**

The SGA had a very productive year. With the goal of developing a more unified campus, accomplishments included the following: creation of the Public Relations Officer position, creation of the Liberty Center Student Council (LCSC), attendance at multiple athletic events by approximately 900 students, and the creation of new campus events such as LGBTQ week that was co-sponsored by SGA. The goal of improving and maintaining campus initiatives led to the following accomplishments: regular meetings of the recognized student organizations (RSO), promotion of the SGA app to incoming students, and collaboration with other units on campus such as University Police, Dining Services, and the Office of Equity, Diversity, and Inclusion. Providing more on- and off-campus service opportunities was another goal that resulted in the distribution of Boo Pops to Windsor Forest Elementary students and the LCSC blood drive in Hinesville.

SGA also successfully re-established the campus tradition of Mr. and Ms. Armstrong, continued the collection of toys for Toys for Tots, co-hosted the 2015 Student Advisory Council Fall Conference, revised the SGA Constitution, and collaborated with Dining Services to create a to-go meal option.

Mr. Dustin Stewart was introduced as the incoming SGA President.

Upcoming events include the following.

Armstrong Heroes

April 26

*The event will be at 6:00pm in the Student Union Ballroom.*

## **Equity, Diversity, and Inclusion**

Ms. Deidra Dennie indicated that the results of the Campus Childcare Survey will be shared at the April 29 Staff Assembly. She shared that there were over 975 participants. Overwhelmingly, participants indicated on-campus childcare as their first choice with a community partnership childcare a distant second choice. By the end of Fall 2016, the committee will present a report to campus on what it has learned and will outline the best options for Armstrong.

## **Additional Items**

### University Code of Student Integrity

The revised Code of Student Integrity was submitted by 4/22 to the USG. Andrew Dies, Lee Davis, and Deidra Dennie were recognized for their work on it.

### Peach Belt Conference Champions

Women's Golf, Women's Tennis, and Men's Tennis were recognized for winning PBC championships. The teams will now begin regional tournament play.

### Special Session of the Faculty

A special session of the faculty will be held May 3 at 4:15pm in the Armstrong Center Ballroom to discuss and to vote on whether Armstrong should become an eCore affiliate institution.

### Student Affairs Divisional Guide

Dr. Georj Lewis distributed copies of the Student Affairs divisional guide. The link can also be found online at <https://www.armstrong.edu/administration/student-affairs>.

### End of Year Birthday Celebration

The Division of Student Affairs will celebrate Armstrong's birthdays (80<sup>th</sup> year as an institution; 50<sup>th</sup> year on the south side of Savannah) on April 26 from 3:30-5:00pm at the Residential Plaza.

### Campus Conversation

Campus Conversation: Race Part II will be held Thursday, April 28 from 12:00-1:30pm in the Student Union Ballrooms B & C.

### 2016 Kente Stole Graduation

The Kente Stole Graduation will be held May 6 at 12:00 Noon in the Student Union Ballroom. The event will be honoring Men of Vision and Excellence graduates and Student African American Sisterhood graduates. Dr. Elizabeth Desnoyers-Colas will be the keynote speaker.

### GSCC Spring Hooding Ceremony

The Graduate Student Coordinating Council will hold its Spring Hooding Ceremony on May 6. Dr. Elizabeth Desnoyers-Colas will read the names of graduates.

Thank you to Dr. Jane Wong

JLT recognized and thanked Dr. Wong for her service to Armstrong. She will begin her new position at the College of New Jersey on June 13.



## Appendix C

### Joint Leadership Team

July 26, 2016

### Summary

**Attendees:** L. Bleicken, D. Bringman, C. Corrigan, C. Curtis, L. Davis, D. Dennie, A. Heaston, B. Kelso, T. Moody, C. Padgett, R. Smith, D. Stewart, K. Twining, D. Ward

**Guests:** A. Dies, N. Shrader, K. Platt, W. Willcox

### Welcome and Introductions

President Bleicken welcomed the 2016-2017 Joint Leadership Team. The 2016-2017 members are Linda Bleicken, David Bringman, Janet Buckenmeyer, Chris Corrigan, Chris Curtis, Lee Davis, Deidra Dennie, Amy Heaston, Bill Kelso, Georj Lewis, Tim Moody, Delana Nivens, Cliff Padgett, Bob Smith, Dustin Stewart, Katie Twining, and David Ward.

### Armstrong Values

President Bleicken reflected on the 2015-2016 work of a SPARC II sub-committee in re-conceptualizing Armstrong's values into a succinct statement: Armstrong State University values scholarship, leadership, and stewardship in an environment that embraces diversity and cultivates student success. To illustrate our values in action, she shared a letter that she received from the parent of a student affected by the Preston Grove Apartments fire. The parent praised the efforts of two offices, Dean of Students and Housing and Residence Life, in providing her daughter with immediate housing and food as well as offering to notify her faculty members. The parent indicated that she also received follow-up telephone calls to reassure her that her daughter was doing fine. The parent's letter concluded with these thoughts. "Words cannot express how thankful I am for all the caring individuals/staff members who helped Allyson through this traumatic time in her life. It gives me great peace of mind to know that she attends such a wonderful university." For exhibiting our Armstrong values on a daily basis, JLT thanked Mr. Andrew Dies, Mr. Nick Shrader, and their teams.

### Electroshock Weapons on Campus

Mr. Lee Davis and Chief Wayne Willcox updated JLT on the amended O.C.G.A. 16-11-127.1 law that allows commercially available electroshock devices on campus, effective July 1, 2016. A one-page FAQ was shared (attached).

### Commencement Ticketing Plan

Dr. Bob Smith and Ms. Kathy Platt shared the implementation plan for ticketing at commencement, effective Fall 2016 (attached). As the number of Armstrong students graduating increases, the number of guests per graduate has increased as well. Seating capacity has been reached in both commencement venues. Ticketing will allow every graduate to have his/her close family in attendance while allowing a more enjoyable experience.

### SGA 2016-2017 Goals and Objectives

Dustin Stewart shared the SGA goals for the upcoming academic year (attached).

## **President's Cabinet and AY2016-2017**

President Bleicken shared that the President's Cabinet held its planning workshop. During the workshop, the Cabinet assessed progress made on its 2015-2016 outcomes and identified next steps related to the outcomes. The outcomes are as follows: (1) to help individuals within divisions to see centrality of student success; (2) to intentionally and strategically lift up Armstrong's goals and values; (3) to utilize "courageous conversations" when necessary to communicate expectations and feedback regarding performance; and (4) to work strategically to initiate cultural change by living into our Armstrong values and enhancing relationships. During the workshop, each vice president and the CIO identified his top two priorities for the academic year.

## **Updates**

### **Enrollment**

Dr. Bob Smith reported that the Summer 2016 preliminary enrollment was 3140, a 4.5% increase from Summer 2015. As of 7/26, overall Fall 2016 enrollment was 6296, up 3.08% from one year ago. Fall 2016 applications continue to be strong. One enrollment indicator tracked for continuing students is retention rate. As of 7/25, the first-time full-time bachelor seeing freshman retention rate was 75.8%, up 4.8% from one year ago. Another indicator tracked is housing. As of 7/22, total occupancy was 97% with 92% of housing students registered for fall.

### **Fundraising**

Mr. Bill Kelso reported that for FY2016, \$1,217,379 was raised, up 4.7% from last fiscal year. For FY2017, the area of Major Gifts will focus on the College of Health Professions building project, Phase II of the Tennis Complex, and cultivation prospects for the vice president of student affairs, and the deans.

### **Fair Labor Standards Act**

Mr. Chris Corrigan updated JLT on the changes made to the Fair Labor Standards Act (FLSA) by the Department of Labor, effective December 1, 2016. More information will be forthcoming from Human Resources.

## **Other**

### **Facilities**

Ms. Katie Twining shared that the Campus Master Plan is nearing completion with open forums to be scheduled in August. The ribbon cutting for the Tennis Complex is scheduled for August 18 at 3:00pm. The Student Success Center has a target completion date of the end of September.

### **Technology**

Mr. Tim Moody reported that the walk-up help desk for main campus will be located in the Memorial College Complex lobby and will begin operations with the start of classes.

**Next Meeting:** August 30 at 9:00am in Burnett Hall Boardroom

















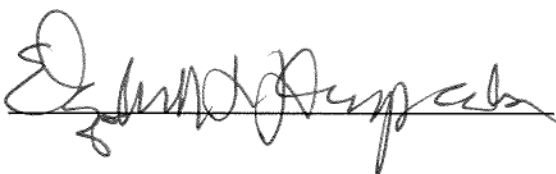


Appendix E  
Armstrong State University  
Faculty Senate Bill FSB-2016-03-21-02:  
Post-tenure Review Raises

Presidential Action

The attached bill is provided to the University President for approval.

Delivered:

Signature:  Date: 7 April 16

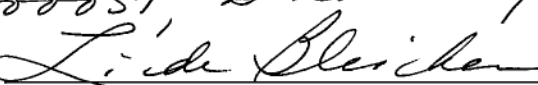
Approve:

Disapprove:

Remand:

Comments: (please attach an additional sheet if necessary)

*Following discussions with the Faculty Senate leadership and the Provost, it is recommended that a review of the post-tenure review process be conducted by the Faculty Welfare Committee. The college dean appointed by the Provost, should join this review.*

Signature:  Date: May 13, 2016  
Dr. Linda M. Bleicken, President  
Armstrong State University

## **Faculty Senate Bill: Post-tenure Review Raises**

### **Rationale:**

Our current policy does not financially recognize and reward faculty who are tenured to continue meeting and/or exceeding expectations. Due to this lack of incentive, there has been concern about keeping talent at Armstrong. In addition, this system of raises would help alleviate salary compression and would help raise senior faculty to or above CUPA levels. Many other USG institutions, especially those in our area geographically (Georgia Southern University) and those that are similar to us (University of North Georgia), have such flat fee raises in their post-tenure review process. In addition, many other sister institutions have discretionary raises included in their post-tenure review process.

### **Statement:**

We, the Faculty Welfare Committee of Armstrong State University, wish to address the problem of lack of post-tenure raises. We petition the administration of the university to attend to the lack of post-tenure raises based on the guidelines for post-tenure review in the Faculty Handbook pages 67-68 and departmental guidelines with the addition of the following policy: Fully promoted faculty who are found to be "satisfactory" at post-tenure review are to be awarded a \$1000 raise to their base salary, in addition to any merit and/or CUPA-based salary adjustments.

## Appendix F

### Faculty Fair Compensation Bill

Whereas faculty should receive just compensation for their time; and whereas during the academic year faculty workload is determined by contact hours rather than credit hours; and whereas during the summer, faculty teaching laboratory courses are only compensated at 1/4 to 1/3 of the lecture rate;

Be it resolved that pay rates during the summer should be based on contact hours, subject to the usual restrictions of sufficient enrollment.

For example: Someone teaching CHEM 1211 (3 credit hrs / 3 contact hrs) and CHEM 1211L (1 credit / 3 contact hrs) would get paid 9% for CHEM 1211 and only 3% for CHEM 1211L. In the Fall or spring semester they would get the same credit for both course.