

Salisbury University
Consortium Coordinating Committee meeting
April 11, 2017, 12 p.m.
President's Conference Room

Minutes

Present: Teri Herberger, Co-Chair (Co-Chair, Staff Senate); Stephen Ford (President, Faculty Senate); Lael Kelly (Vice President of University Affairs, SGA); William Barron (President, Graduate Student Council); Amy Hasson (Chief of Staff, President's Office); Gina Boobar (President's Office); Marvin Pyles (Interim Vice-President of Administration and Finance); Humberto Aristizabal (Associate Vice President of Institutional Equity); Dr. Alfred Beebe (Co-chair, Cultural Diversity and Inclusion Consortium Committee)

Absent: Tim Robinson (Adjunct Faculty Caucus)

Approval of Minutes

The minutes from the February 7, 2017 meeting were approved.

Governance Body Reports

Report from Faculty Senate – Stephen Ford

- Senate accepted the Social Media Privacy Policy.
- Senate approved the Smoking Policy revision to include vaping.
- Senate approved the IT Access for Faculty (Life Cycle). This document basically applies to staff as well. (Copy of document attached to minutes.)
- The Gull Card website is now updated to show the Gull Card replacement cost revision.
- The Shared Governance campus calendar is now up and running. It can be accessed through the “Calendars” link at the top of all SU webpages.
- Senate discussed the definition of Shared Governance at SU (Faculty Senate Ad-Hoc Committee).
- Summer Advisory Committee 2017 formed (now includes incoming Faculty Senate President).
- Faculty Senate Reorganization per the new College of Health and Human Services, in light of bylaw change needs.
- Formation of a College of Graduate Studies, white paper.

Report from Adjunct Faculty Caucus – No report.

Report from Staff Senate – Teri Herberger

- Senate is currently planning an all-campus staff meeting. The date still needs to be confirmed.
- The University had staff representation at SU Day in Annapolis this year.
- Senate is working on this year's Staff Appreciation Day. The tentative date is Wednesday, June 7th.

Report from Student Government Association – Lael Kelley

- They are working on getting the final draft of the bereavement policy to the Faculty Senate.

- The Big Event, held on April 8th, was a success.
- This is Stop Hatin' Week.
- SGA just held elections. The new executive board begins on May 1st. They will have a training day.

Report from Graduate Student Council – William Barron

- They are currently in the middle of elections. They will have a new executive board by the end of this month.
- They currently have six executive board members, which could result in a tie vote. They have submitted a policy to add a sustainability position. Also, the current social chair will be taking on diversity.

Old Business – Consortium Committees

- **Facilities Management Advisory Committee – Marvin Pyles**
 - Committee met earlier in the semester and discussed space on campus. (Amy added that this was previously the Space Committee).
 - Marvin explained that a broader conversation needs to occur – How do we come up with standards to determine how space is defined?
 - Marvin and Amy suggested that Eric Berkheimer be invited to a future Consortium Coordinating Committee meeting.
- **Fiscal Advisory Committee – Marvin Pyles**
 - This committee meets once a semester.
 - They discuss what is going on with the budget and provide a picture of the budget.
 - SU's Strategic Planning and Budgeting Committee (SPBC) is also a fiscal advisory committee. Marvin added that once the SPBC is 'fleshed-out', the Fiscal Advisory Committee should be re-evaluated and possibly abolished.
 - This committee is separate from the Faculty Senate Fiscal Committee.
- **Cultural Diversity and Inclusion Committee – Humberto Aristizabal**
 - A copy of the document outlining the proposed bylaw changes for this committee and the rationale for the changes was distributed. (Copy of document attached to minutes.)
 - The proposed bylaw changes: (1) ensure that the committee more faithfully represents all five constituent organizations (voting members); (2) more representation from SU's administrative offices (non-voting); (3) representation from a number of student organizations (non-voting); (4) acknowledge the need for a chair and a secretary; and (5) establish guidelines for a quorum.
 - Dr. Beebe, a co-chair of the committee, added that these changes came out of the previous academic year. The committee wanted better representation from across the five shared governance groups. Also, the changes suggest some student groups but other groups could be included.
 - Humberto added that the committee has been discussing these changes for a long time. They are eager to know if the changes are approved. The Office of Institutional Equity supports the idea of expanding membership of the committee as proposed.

- Since a quorum is present, Teri called for a vote to approve the proposed changes to “Article VI, Section 4: Cultural Diversity and Inclusion Committee” of the Bylaws of the Salisbury University Consortium. The vote was unanimous in favor of the changes.

New Business – None

Meeting adjourned at 1:05 p.m.

Recorder: Gina Boobar

SU IT Access for Faculty (Life Cycle)

- **New Faculty Creation Process**
 - GullNet, Email and network accounts will automatically be generated when contract is completed by Human Resources in PeopleSoft
 - Designee for the faculty department will receive an email with login credentials
 - Faculty member will gain GullNet faculty access once the Acceptable Use Policy and Policy Acknowledgements are completed in GullNet.

- **Returning (Adjunct) Faculty Process**
 - If returning within the 9 month grace period
 - Email and network access are still active
 - GullNet account is re-enabled
 - Email sent to faculty member stating GullNet access has been re-enabled.
 - If returning after the 9 month grace period
 - Same steps followed as “New Faculty” above

- **End of Contract Processing**
 - 20 days before contract ends, and 7 days before contract ends, faculty member receives an email from PSSecurity titled “Salisbury University IT Access Change-please read” Sample Email attached.
 - The day after contract ends GullNet access is disabled and faculty member marked to have access expire for email and network in 9 months.

- **End of 9 Month Grace Period**
 - Email and network access disabled. Email account will be deleted 6 months after it is disabled if employee has not returned to SU.

- **Retiree/Emeriti**
 - Faculty Emeriti are extended the opportunity to continue to use their SU email account for as long as they wish to keep it.
 - Retirees automatically have their email active for 3 years after retirement.
 - Every 3 years thereafter, they will receive an email from PSSecurity asking if they would like to renew their account for another 3 years. This process goes on indefinitely.
 - Emeriti who do not respond to the renewal email (usually done June 30th), will find their account disabled. A prompt email or call to the HelpDesk and the account can be re-enabled.

Sample Email to Faculty/Staff (20 days & 7 days) before contract ends:

This correspondence is in regard to your employment contract with Salisbury University, Art department. The contract is scheduled to expire on 12/17/16.

If a contract renewal is in process and the appropriate paperwork has been submitted to the Human Resources or Payroll Office, please disregard this notice. If not, per legislative requirements, at the expiration of your contract your Salisbury University IT access will be disabled as follows:

*** Faculty - Gullnet account will be disabled, email and network access remains active for 9 months**

*** Staff - Gullnet, email and network accounts will be disabled**

*** Retirees - Gullnet account will be disabled; email access remains active for 3 years, with the option of renewal**

If you are anticipating that your employment contract is to be renewed, please contact your manager/supervisor to follow up on the status of this renewal. Please be advised that the appropriate paperwork MUST be received by either HR or Payroll PRIOR to your current contract end date to AVOID your computer account(s) being disabled.

If you have any questions about your contract renewal, please contact the Human Resources Office at 410-543-6035. If you have questions about the actual disabling of your computer accounts, please reply to this email.

EXISTING BYLAWS:

Section 4: Cultural Diversity and Inclusion Committee

The purpose of the committee shall be to assist campus leadership in weaving the diversity strategy throughout the University through providing advice, monitoring the campus climate as it relates to diversity, inclusion and equity, advocating for diversity and inclusion throughout the institution, advising on the recruitment and retention of a diverse faculty, staff and student body, developing programs and initiatives to promote the University's diversity goals and support community members, building networks to support the diversity mission, monitoring implementation of diversity goals of the Strategic Plan, and assessing progress and setting goals for improvement.

The Committee will send its recommendations to the President's Chief of Staff and the Chair of the Consortium Coordinating Committee. The Committee shall consist of the Associate Vice President of Institutional Equity, who will be responsible for convening the committee each academic year until a chair is elected and the following Ex-Officio members: the Vice President of Student Affairs, the Assistant Vice President for Enrollment Management (or designee), the Director of the Center for International Education, Special Assistant to the President for Institution Effectiveness (non-voting), Diversity Coordinator (non-voting), Director of Cultural Affairs, Disability Coordinator, Student Government Association Vice President for Diversity, President of the Graduate Student Association and a representative from Advancement. Other members of the committee will include two staff members serving three-year terms, four faculty members serving three-year terms, one adjunct faculty member serving a one-year term, and two students serving one-year terms.

PROPOSED BYLAWS (changes underlined):

The purpose of the committee shall be to assist campus leadership in weaving the diversity strategy throughout the University through providing advice, monitoring the campus climate as it relates to diversity, inclusion and equity, advocating for diversity and inclusion throughout the institution, advising on the recruitment and retention of a diverse faculty, staff and student body, developing programs and initiatives to promote the University's diversity goals and support community members, building networks to support the diversity mission, monitoring implementation of diversity goals of the Strategic Plan, and assessing progress and setting goals for improvement. The Committee will send its recommendations to the President's Chief of Staff and the Chair of the Consortium Coordinating Committee.

The Committee shall consist of (1) 14 voting members and (2) 14 or more non-voting members.

(1) The 14 voting members will consist of representatives from each of the five Constituent Organizations listed in Article 1, Section 1, all serving 1-year terms except where indicated: (a) Faculty Senate (four serving 3-year terms), (b) Adjunct Faculty Caucus (two), (c) Staff Senate

(two serving 3-year terms), (d) Graduate Student Council (two), and (e) Student Government Association (four).

(2) The 14 or more non-voting members will consist of 7 representatives from six student groups serving 1-year terms and 7 or more representatives from seven Salisbury University administrative offices.

Student groups: (a) Multi-Cultural Alliance (two representatives), and one representative each from: (b) National Pan-Hellenic Council (NPHC), (c) National Panhellenic Conference (NPC), (d) Interfraternity Council (IFC), (e) Letters, and (f) Students for a Safer Community. Other student groups may be invited at the discretion of the committee.

SU administrative offices: 7 or more representatives, as deemed appropriate, from the (a) Office of Academic Affairs (Provost), (b) Office of Administration and Finance, (c) Advancement and External Affairs, (d) Office of Student Affairs, (e) Office of MultiCultural Student Services, (f) Office of Student Disability Support Services, and (g) Office of Institutional Equity.

The Associate Vice President of Institutional Equity (or a designee) will be responsible for convening the committee at the beginning of each academic year until a chair is elected. A chair and secretary will be elected by the committee at the first annual meeting. The committee will function with a majority quorum.

Rationale for Proposed Changes:

As indicated in the Bylaws of the Salisbury University Consortium, Consortium committees are to represent “the shared governance body that coordinates communication among the faculty, staff, and students of Salisbury University...” and are charged with “bring[ing] the leaders of its constituent organizations together for dialogue...” As structured under existing bylaws, the committee does not fulfill the goal of shared governance. Only 9 of the 19 committee seats are currently designated for members of the five Constituent Organizations. The remaining 10 seats are assigned to specific administrative positions. The proposed changes bring the bylaws in line with the purpose and charge of Consortium committees, ensuring that this committee more faithfully represents the described Constituent Organizations.

For the 14 core voting members of the committee, we propose: (1) keeping the current four faculty representatives, each serving 3-year terms, ensuring that faculty voice remains an important component of the committee work and provides access to institutional and administrative knowledge; (2) keeping the current two staff representatives, each serving 3-year terms, who also provide access to institutional and administrative knowledge; (3) adding an additional seat for adjunct faculty, who play an important role in delivering instruction and providing other opportunities on campus, also to serve a 1-year term; and, in response to student requests for increased representation and more opportunities to engage in conversations about diversity and inclusion at Salisbury University, (4) enlarging undergraduate student representation to four representatives, and (5) graduate student representation to two

representatives. Student positions will have 1-year terms.

We propose 14 or more non-voting members of the committee from administrative offices at Salisbury University and from student groups. Representation from administrative offices will facilitate communication with, and provide access to institutional and administrative knowledge. Representation from student groups will provide timely and insightful input to the committee and provide a place at the table for students to have conversations on diversity and inclusion.

We wish to keep the Associate Vice President of Institutional Equity's formal relationship with the committee. This provides greater institutional and administrative knowledge.

Proposed changes also acknowledge the need for a chair and secretary to ensure consistent record keeping.

Finally, the proposed changes establish guidelines for a quorum.

Proposed changes are not meant to remove administrative insights or contributions. The committee anticipates regular communication with relevant administrative offices and representatives.

We believe the proposed changes bring the committee more closely in line with the intentions of the Consortium. Diversity and inclusion are key issues at Salisbury University. Working with these issues requires input and effort from across the campus. Shared governance is the best mechanism to approach this work. The five Constituent Organizations already have practices for recruiting interested members who will contribute to our work.