Faculty Senate Meeting  
**Wednesday, January 15th, 2020**  
Lumpkin Center, President’s Room  
3:00 p.m. – 5:00 p.m.

**In Attendance**

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<th>TCoBCS</th>
<th>CoEHP</th>
<th>CoLS</th>
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<tr>
<td>Phillip Bryant</td>
<td>Mark McCarthy</td>
<td>Samuel Abegaz</td>
<td>Andrew Donofrio</td>
<td>David Owings</td>
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<td>Rania Hodhod</td>
<td>Alcia Bryan</td>
<td>Clint Barineau</td>
<td>Nicholas McMillan</td>
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<td>Lydia Ray</td>
<td>Tugce Gul</td>
<td>Courtney George</td>
<td>Carrie Reif-Stice</td>
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<td>Neal Thomson</td>
<td>Gwendolyn Miller</td>
<td>Ryan Lynch</td>
<td>Joseph Girard</td>
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<td>Hyrum Carrol, Alternate</td>
<td>Saoussan Maarouf</td>
<td>Jennifer Newbrey</td>
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<td>Nehal Shukla</td>
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<td>Brandt Smith</td>
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**Absent w/ notification**
Rosa Williams, CoLS

**Absent w/o notification**
Alison Cook, Library; Markus Weidler, CoLS
I. Call to order
   A. 3:01 Welcome back and we hope that everyone is prepared for class tomorrow and got some good rest.

II. Approval of Minutes – Nicholas McMillan
   A. Ryan went in and made some grammatical changes to the minutes right before the meeting. Are there any other changes?
   B. Motion to approve
      1. Yes- 19
      2. Abstention- 1

III. President’s comments and announcements – Chris Markwood
   A. Happy New Year and welcome back. We’re looking forward to an active and engaging semester.
   B. Updates
      1. Georgia Chamber of Commerce gathered for a presentation from the governor and Speaker of the House. One thing I want to mention is the Speaker of the House comments about budget and state revenues. State revenues are still a challenge from where they were last year. Partly because [inaudible] and partly because they cut taxes. People have been pushing and asking when the end of the legislative session will be. For the first time, the Speaker is not setting an end date. They are thinking it will be longer than usual of a session because the numbers and the priority to pass a balanced budget.
      2. Critical Hire Process. The governor had originally planned to issue a critical hire process that was managed across the state for all state agencies including the USG that would be managed by the Office of Management and Budget, which would have meant that instead of hire requests going through USG it would have had to go straight to the Governor’s office. The USG made a case that they were responsible for getting a headstart on looking at the recommendations. As a result, the USG is able to make requests to the Governor’s office. This is not a result of new micromanagement. The system was able to make a reasonable and compelling case that they could be trusted by the institutions to manage this process.
3. Board of Regents met this past week and conducted their annual ethics training. We’ve been asked to remind folks that the code of ethics in system policy 8.218.1 relates to all of us and how we relate to each other, to our students, and staff. Treat fellow employees, students, and the public with dignity and respect. We can have reasonable discussions and we should model that behavior. Too much today in our society our model of behavior isn't respectful and I challenge us to change that.

IV. Provost's comments and announcements – Deborah Bordelon
   A. Enrollment
   1. ROAR 84 new freshmen on campus over orientation this past week. We also had 35 new transfer students. Spring term right now is down by about 101 students. We are at 7,444 compared to 7,545. Down about 1.34%. Hopefully we'll see some registration. Tonight we have a transfer student event where we are hoping to have some new students join us. Our admissions folks are ready to do instant admissions and get them ready for the spring. During the Welcome Week Kick-Off when we were asking for ideas a question came up, or a comment, about financial aid. I know we had some challenges in the Fall. As of today, we have 6,269 students who have filed their FAFSA that is compared to 3,858 at this time last year. We’re close to doubling our numbers. We have packaged 2,035 students compared to 0 last year at this time. We have changed our process. For whatever reason it was much later in the spring term. In November and December Financial Aid was processing those and getting them ready. We have completed 91 verifications as of this point in time. Last year 0. We are now working with them to make sure they have the documents information in the system so that way we are ready to package them. They’re being much more proactive in making sure that the students are getting that information so we can move forward. In the past when a student was identified for verification there wasn’t a lot of follow-up on our part. They have put into place now where the student receives it and it shows up on the screen that they’ve been selected. If the student doesn't do something over a period of time financial aid will send them an email and a text to offer assistance. Much more proactive and engaged. Kudos to Stephanie Lawrence and her team for stepping up.
2. Reassign time pilot we have four faculty who are receiving reassign time this spring. For the fall we have identified four faculties for that process. We do have some slots available. For the fall, I will send out the application on February the 1st. The process for slots of 2020 and spring of 2021. Departments can plan accordingly. Please be on the look-out. We will go through the same process, I thought it worked very well.

3. This year we only received two applications for sabbatical and both were approved. If you are eligible to think about it, apply, because we should be supporting more than two. One person has the fall semester. You can either have full pay for a semester or half pay for the year. We have one person who will be receiving sabbatical for fall semester. We have another individual requesting the full year. If you have any questions please do not hesitate to reach out. We want to support the work that you are doing. I really would love to be able to fund many more sabbaticals to support your research and scholarly work. I will send a few reminders. I may be hounding you if i know that you are eligible to please consider it.

   a) Chris Markwood- I was involved in this process in other campuses. I would often hear from department chairs that “we just can’t do without this person.” Yes we can. We need to take that pressure off of our colleagues. With enough time in the planning we can make it work. Let’s try to down the discouraging talk. With a growth mindset we can find a way.

   b) Courtney- You said the reassign time application will be out February 1st. Do you have an idea when reassign time applications will be due?

      (1) Dr. Bordelon- Probably about a month. March 1st or even March 15th for it to process through the colleges.

      (2) Mark McCarthy- As you said you can do one semester for full salary and full benefits. For a full year could you clarify if you receive full benefits for that?

      (3) Dr. Bordelon- Yes you receive half salary but full benefits.

   c) Ryan Lynch- As someone who isn’t eligible but thinking forward. Is there a way maybe we could promote this? Is there a way to package with a sabbatical some sort of university grant to cover research costs, etc. Is
there anything we could be doing to connect those? Or do we not have the money to commit in that way?

(1) Dr. Bordelon- The money is there. I know some people in the past have worked out with their department for travel funds.

(2) Margie Yates- We have someone currently on sabbatical who has the university support and the department support.

(3) Clint Barineau- Speaking from experience, I applied for sabbatical and a grant, received the sabbatical but not the grant, so what I had planned to do couldn’t be done. I am wondering if there isn’t a way of entangling those processes so would actually be quite useful for somebody that does need some funds.

(4) Ryan- I’m glad you answered an underlying question I had which would be to use some travel funds, but we may need additional funds that exceed that money.

(5) Chris Markwood- A sabbatical is not considered a leave of absence. So faculty should be eligible for whatever departmental support.

V. Executive Officer’s comments and announcements – Clint Barineau

A. I invite Carole Clerie to give us an overview of the critical hire process and answer some questions.

VI. USG Critical Hire Process - Carole Clerie

A. This was announced back in December. We were told on the 13th that it was taking effect on the 15th. We scrambled to figure out what we needed to do internally. Dr. Markwood thank you for sharing that this wasn’t driven by USG and it was coming from the Governor’s office. We are very fortunate that they’ve allowed us to have a little bit of control. This is something that we’ve been doing since we recognized that there was some budget problems we were facing. It applies to all new and replacement positions of $40,000 and above. If they receive the forms by Monday at 5 pm they will have a decision by Friday at 5 pm. We really have to think about planning for that because it will take a little bit more time to approve and move forward on a posting. There is a no go unless the USG has approved. Every month we have to submit a report to the board of our hires and actions. This includes job reclassifications. This is when we are looking at a position and revising the description to include different responsibilities.
and those responsibilities require a movement in pay grade. Any positions that are reposted due to a failed search are included. If an employee is holding an intern position and moving to full time position that is included.

1. Clint- Does this include positions like a department chair? If a regular non-faculty we have to go through this? An interim going permanent we would have to do it twice?
   a) Carole- Yes.

2. Chris Markwood- How deep does this go?
   a) Carole- We’re airing on the side of caution. Everything that even smells of a potential candidate for the critical hire process we will submit to the board.

3. Ryan Lynch- Do you have any insight at the Board level of who will be responsible for these applications?
   a) Carole- They didn’t name anybody but certainly Fiscal, Human Resources, etc. We don’t know who we’re submitting it to. We are given a generic email to submit these to.

4. Clint- Will this include promotions from assistant to associate to a professor?
   a) Carole- Yes. Those include a change in pay grade.

5. Brandt Smith- How much a delay should we expect from this process?
   a) Carole- I would say a minimum of 2-3 weeks in addition to what our current time lines are.

6. Chris Markwood- We have an understanding of what our organizational standings look like. You need to assume that they know nothing whereas we internally kind of know what each organization looks like. Supporting documentation will be key.

7. Jennifer Newbrey- Will this be applied to positions before the memo?
   a) Carole- If the position was not posted by December 15th then yes. If a position is open before December 15th then you do not need to go through this process unless you are reposting.

8. If we have a position that is vacant that we have not advertised since December 15th will it be considered a critical hire?
   a) Carole- Yes.

VII. 360+ Evaluation Process for Administrators - Carole Clerie
A. The USG requires that administrative staff goes through a 360 evaluation process. We’ve been working to find the right tools to use and what the cycle will look like. We have notified some individuals that they will be going through this process this year. The proposal is that we would review a select number of folks each year. The folks that we select would be in their position for a minimum of 3 years. The people selected will be in positions of department chair or above. A 360 review is you’re being reviewed by the entire circle of people that you touched, your supervisor, colleagues, and subordinates. It should paint a full picture of your performance. We’re recommended to partner with a company RightPath. It’s been used through LeadCSU the past cohorts. It’s designed to provide you with a roadmap for professional development. It will also include some interpretation with a third party coach outside of CSU.

1. Clint- I’m assuming there’s a process if you’re getting feedback from people being supervised. In small departments there may be concern that comments may not be totally anonymous.
   a) Carole- The feedback is multiple choice so comments are not necessary. If you work with someone well enough, you may be able to decipher their comment but hopefully the coaching session will help to focus on the bigger picture and not the negative comment.

2. Neil- Does this replace the faculty evaluations that administrators and the senate have been doing in the past?
   a) Chris Markwood- That is not an HR thing.
   b) Clint- At this point there’s no intention of going away with end of year administrative reports.
   c) Neil- will these be kept private and kept part of personnel record?
      (1) Carole- correct

3. Lydia- In the case of this 360 evaluation, will you require all faculty members to complete the survey?
   a) Carole- participation is optional for feedback.
   b) Clint- Will everybody have an opportunity to submit feedback?
      (1) Carole- yes.

VIII. Graduate Assistant Hiring Processes - Margie Yates
A. In line with our strategic plan we have been working to make our process more efficient. Our current process is a bit of a mess. We’ve decided to try docusign. This is
new so we haven’t had this opportunity before. This will make it an electronic process. If you call me now I will be able to tell you where the document is in the process. The person initiating the process will also be emailed and notified that all parties have signed.

B. Carole Clerie- This hiring process picks up after the search process. Candidates will apply, be interviewed, and a selection is made. If a candidate is selected then the graduate form will be initiated on docusign. There has been some problems in the past of graduate assistants starting work before a background check. That causes us to be in violation of code. Once the background check is complete then we will send an official offer.

C. Margie- the signatures are the same. Who’s ever initiating the application will sign, department chairs will sign, the dean, and then it comes to my office. Nothing has changed substantially except for that it is electronic.

1. Lydia- The selection of a graduate assistant will be done by the department who hires the candidate. Many in our department apply for assistantships when they apply for admissions. I think it is important to set deadlines so they can apply for -
   a) Margie- the deadlines that are set are very early. If you have someone you know you wish to serve in the fall then we have set the deadline for early May. If you don’t know and you admit a student later we will certainly help you. You can offer the assistantship contingent upon being accepted into the program and the background check.

2. We are asking that all graduate assistant positions be posted on the HR website. I will be happy to come and help assist with writing those job descriptions. The USG has created a new student employment policy handbook. Graduate teaching assistant must have, graduate lab assistant, research assistant, administrative assistant.

3. Samuel Abegaz-If this graduate is from another country, how do we do all these background checks?
   a) Carole- We have the ability to do background checks on students who are overseas. The turnaround is about 30 days as opposed to 3-4 days. That depends on how responsive their home country is.
4. Lydia- For international students I feel that the deadline of May is really late for international students whose home countries may take a long time to get them visas.
   
a) Carole- that’s a deadline, it could be done before then. If not it seems like a departmental deadline decision.

5. Clint- for prospective geology students we still get the applications, Will I as coordinator initiate the DocuSign process?
   
a) Margie- That will be up to your department.

IX. Old Business

A. Distance Learning Committee Bylaws – Mark McCarthy
   1. This is hoping to bring forward to the senate for a vote for the distant learning committee bylaws and the changes I made.
   2. Alisha- I was out of the country at the last meeting. So I’m clueless to discussion outside of minutes. I have a technical question. Inside of the bylaws the members had to learn whether they wanted to be recommitted to the bylaws by April. I know we had just changed that and the campus surveys to go out in February so they can make appointments. Is that timeline too late?
   
a) Mark- I was thinking for the time being we would see how it plays out this year and then perhaps shift that. As the current chair I’m going to try and actually move that ahead and ask people to let me know.

3. Motion to vote

4. Yes- 22 motion carries

X. New Business

A. General Committee Reports
   1. Clint- I invited several committee chairs to make reports and they all declined. Keep in mind that we’ll run out of meetings real quick. We ask that all committees make some sort of report whether in person or written for a quick review.

B. Mark McCarthy- Our current senate enrollment only has two faculty members rotating off this year. Both of these are from COLS. When I brought this up at our college meetings my constituent has a concern that there should be members from every college rotating off each year. It’s my assumption that in previous elections positions were filled but not under guidelines. I want to put forth to the senate that there needs to
be an adjustment because we are off of the appropriate cycle that was supposed to be in place.

1. Ryan Lynch- I’m glad you brought this up. The short answer is that the bylaws stipulate that anybody who is elected to fulfill a term of someone who left the university or resigned, they were not elected for a full term, they were elected to see out the term for who they were nominated for.

2. Mark McCarthy- I can only work with the information that I have. We may have to look into the records to see what needs to change.

3. Clint- I'll assume that you did the research to make sure that the terms that are listed are accurate, if not that is something we will have to take up.

4. Ryan- If there’s someone in this room who knows that they were elected to take over because someone either resigned or left the university, please let us know.

C. Alisha- Any changes you want to updated for the faculty handbook. The deadline is in February. I don’t have the exact deadline. If you are a chair, bylaws that need to be updated they’re deadline is January 27th so they can be heard at the February senate meeting.

XI. Other Items

A. Motion to adjourn 4:11 pm.