Kent State Stark Faculty Council Minutes

November 18, 2016

I. In the absence of Chair Warren, who was attending a professional meeting, Vice-Chair Garchar called the meeting to order at 2:00 PM.

II. Secretary Moneysmith called the roll and determined a quorum was present.


Ex-officio: Dean Denise Seachrist, Assistant Dean Bathi Kasturiarachi.

Excused: Dee Warren, Eric Taylor.

III. Approval of Agenda

Motion to approve: Councilor Starkey.
Second: Councilor Shelestak.
The agenda was unanimously approved.

IV. Approval of Minutes for the October 21, 2016 meeting.

Motion to approve: Councilor Shelestak
Second: Councilor Mukherjee.
The minutes were unanimously approved with small changes.

V. Chair’s Report

A. Fall Faculty Meeting. The fall faculty meeting was held on Friday November 4th. Chair Warren thanks all the faculty who attended the meeting. She knows their time is valuable. She also wants to thank Dean Seachrist and Assistant Dean Kasturiarachi for providing faculty with updates on issues important to our campus. In addition, she would like to thank Jim Anderson for his discussion of safety and security issues relevant to our campus. Finally, she thanks Councilor Thomas Norton-Smith for leading the discussion on the proposed handbook revisions, and for the outstanding work of the handbook committee.

B. RCFAC. RCFAC also met on Friday November 4th. Dr. Ritchey was unable to attend the meeting, and no one brought a report on his behalf. During the campus reports, however, a common theme emerged: the shrinking number of tenure-track faculty members. This trend is understandably very concerning to the regional campuses. Indeed, many of the
campuses reported their percentage of TT to FTNTT faculty as 30/70, 40/60, and that when they lose tenure-track faculty, they are being replaced by FTNTT faculty. Another concern continues to be the idea of sharing TT faculty lines among regional campuses. An example given was a shared TT line in Business between Geauga and Ashtabula. The hire was made this fall, and the faculty has elected not to return for the spring semester. This is after the first search to fill this position failed due to a lack of candidates. RCFAC decided as a body that it would address these concerns with Dr. Ritchey at the next RCFAC meeting.

VI. Dean’s Report

A. Veterans Commons. The response to the November 10th dedication of the William G. Bittle Veterans Commons has been overwhelmingly positive. Dean Seachrist received a note of thanks from Dr. Bittle, who indicated that he felt honored by the dedication. Donations have been received for programming, and many students have already asked for a swipe card that would enable them to use the facility.

B. Regional Campus Day at the State House. On Tuesday, a team from our campus attended Regional Campus Day at the State House. All of the regional campuses across the state attended. The goal was to educate people who did not understand regional campuses or higher education in general.

C. Climate Study. Dean Seachrist received an update on the University climate study during a meeting of President Warren’s administrative council. There will be meetings about the results early next semester, with meetings at the Kent Campus on January 23, and a meeting on January 24 at Stark, in our Conference Center.

D. State Budget Forecast. The current projection is that tuition will be flat and State Share of Instruction may be flat as well. Faculty and administrators may need to do more for grants and fund raising.

E. University Web Site. The web site will be redesigned, with planned rollout in early January.

F. Cyber Security. Change passwords regularly, and be careful what you click on. Take care not to get phished. If you are not sure about an email you receive, send it to phish@kent.edu.

G. Healthy Campus. There are eight areas that Kent is looking at. In particular, President Warren is concerned with student mental health issues. Research tells us that for every 1500 students, a campus should have one mental health expert. On our campus, Emily Ribnik is doing a wonderful job, and she also works with graduate assistants and interns, which helps. Yet we are not staffed as we should be. It has been decided that funds will be released University-wide to fix this problem. We have just learned that we will be able to hire another person, and we will be doing a search.

H. Hiring. The next year will probably not be a heavy hiring time. With enrollment up and SSI and tuition flat, we need to be conservative. In addition to the mental health position already mentioned, we will be looking for some positions, such as a clerical specialist in financial aid and a marketing associate housed in external affairs who will be responsible
for internal advertising, so we have a consistent brand. We may also be bringing on another academic advisor and are seeking approval for an accounting specialist and a security office (perhaps a joint hire with Stark State).

When Dean Seachrist asked for questions, Councilor Campbell said she wanted to publicly thank her and Assistant Dean Kasturiarachi for attending the dinner celebrating promotions that was held at Kent, which she and Dr. Fox attended. We were the only campus that had deans attend to show their support.

VII. Assistant Dean’s Report

A. Hiring. As Dean Seachrist indicated, we will not have as many hires this year. We are now thinking of an FTNTT position in English, an FTNTT joint hire with Kent in music, which will be almost fully paid by a donor for three years, an FTNTT joint hire with Kent in hospitality management, and a joint position in public health (likely a post-doc). The last two are strategic because we want to build the hospitality and public health programs here. No new staff are anticipated for academic affairs. We do need to continue staffing for the College Credit Plus program.

B. Grant Funding. We have been doing well with grants, and we would like to see that continue. Assistant Dean Kasturiarachi reminded faculty that Theresa Ford is available to help with any type of grant.

C. Scheduling. Assistant Dean Kasturiarachi would like to thank coordinators for their cooperation with the Fall 2017 schedule. Faculty Secretary Barb Elsass is doing a great job with room scheduling. We are looking at new software that will help with room scheduling. The schedule for Summer 2017 will be visible soon. He will soon be meeting with the assistant deans at other regional campuses to discuss scheduling.

D. Retention. Assistant Dean Kasturiarachi indicated that he will be rolling out some ideas to faculty for retention, especially through coordinators, so we have a plan for moving forward.

E. Global Initiatives. Our ESL graduation event will be held on December 13. Students will go through a mini-graduation ceremony and receive a KSU transcript, a certificate for ESL program completion, and a certificate for job shadowing, coming through Corporate University.

F. Multicultural Initiatives. The deadline for the MLK essay contest is December 19. The winner will be able to read the winning essay at the Kent campus MLK event. For more information contact him or any other member of the MLK Essay Committee, Kathy Kinzer-Downs, Will Casterlow, Dr. Jen Cunningham, and Dr. Brenda Smith.

G. Staff Appreciation Lunch. Assistant Dean Kasturiarachi thanked Faculty Council for their support of the Staff Appreciation lunch and Councilor Sato and the Social Committee in particular for organizing the event. He indicated that he had received notes of thanks, and Councilor Sato said that she had as well.
H. **Space.** We are looking at re-purposing some spaces in Main Hall, Rooms 313 and 302, to better meet instructional needs.

When Assistant Dean Kasturiarachi finished his report and asked for questions, Councilor Norton-Smith asked for more information about the joint hires. Dean Seachrist said that we will have to figure out which will be the home campus. We know that initially the School of Music will have the faculty member for 3/5 one semester, and we will have the person 2/5, and then it will flip. A donor is paying half, and then Stark and Music are splitting the other half. At the end of three years, the position will go to one campus or the other. For the public health position, there is not yet enough work to have a full-time person here, but by splitting a position initially we hope to be able to bring the program to campus. Assistant Dean Kasturiarachi explained that we were approached by the Dean of the College of Public Health. There’s an associate’s degree of public health that no one offers. If we could offer it, then the University can say that we offer the associate’s degree through the PhD. There’s also a related certificate.

VIII. Committee Reports

A. **PAAC.** Vice-Chair Garchar indicated that PAAC is continuing to review travel requests and make recommendations to the deans. The committee is working on a way to streamline the travel submission process.

B. **Committee II.** Councilor Starkey reported that the committee had begun work on its second charge, which is to work on creating a new Strategy Map. The current map will expire in 2017. The committee met on November 16 and will meet with the deans on November 30; a list of questions for the deans has already been prepared and sent to them. One of the committee’s considerations is how best to solicit input from Faculty Council. At the January 20, 2017 meeting, the committee will share its plan for getting input and a timeline.

C. **Colloquium Committee.** Councilor McKenney reported that the first faculty colloquium of the year will be held next semester.

D. **Treasurer/Social Committee.** Councilor Sato indicated that our raffle for the Faculty Council Chair parking spot for the month of November generated $77.00. Half was donated to the KSU Food Pantry and half to the KSU Stark student emergency funds.

The KSU Stark Faculty hosted a successful Student Services Appreciation Lunch on Thursday, November 17 from 11:00 am—2:00 pm. The event included a Taco Bar, cookies, and beverages and was catered by the Emporium for a total of 42 people. It was paid for with faculty donations. The staff appreciated the gesture and reported that they liked the Taco Bar.

The Faculty Social Committee is organizing a Holiday Reception on Friday, December 9 from 5:30-7:30 pm in the Conference Center dining room. The reception will include hors d’oeuvres at a total cost of $19.38 per person (including the 18% service charge), a cash bar, and a silent auction. The proceeds from the auction will be donated to the KSU Stark Food Pantry.
We now have three PayPal Buttons at the bottom of our Stark Faculty Resources web page. Julie Spotts was instrumental in setting up the buttons. The “Donate to the Coffee Fund” button is linked to our Coffee Fund sub-account; the “Donate to the Stark Faculty Fund” is linked to our Faculty Fund sub-account; the “Holiday & Spring Reception/Dinner, etc.” button is linked to our primary bank account. People donating via the PayPal buttons will receive an electronic receipt specifying the dollar amount given and the fund donated to. The treasurer will receive an email saying Person X donated X dollars to X fund. Councilor Sato ended her report with a run-down of the expenditures for the faculty fund and the coffee fund.

E. **Handbook Committee.** Councilor Norton-Smith explained that the Faculty Council Handbook Committee was charged with reorganizing the Stark Campus Handbook to conform to the format of the new University Handbook. According to the *Collective Bargaining Agreement*, this task must be completed by the end of this semester, and he was happy to report that the Committee has completed the task. In the course of the Handbook reorganization, it became clear to the Committee that some amendments to Handbook sections VII and VIII are required. The proposed amendments were presented at the October Faculty Council meeting, distributed to the Faculty for comment, and then discussed at the November 4th full faculty meeting. Per the process for amending the Handbook, Council must now reconsider and vote on the proposed amendments. We need individual votes on the proposed amendments, and then a vote on the reorganization of the handbook as a whole. He also thanked the diligent committee members, Greg Blundell, Mary Rooks, Carrie Schweitzer, and Brad Shepherd.

Councilor Norton-Smith moved that Council approve the amendments to the Handbook section governing Full-time Non-tenure-track Performance Reviews. (This requires 2/3 vote for approval.) Councillor Shelestak seconded. The motion was unanimously approved.

Councilor Norton-Smith moved that Council approve the amendments to the Handbook section governing Faculty Excellence Awards. (This requires 2/3 vote of the tenure/tenure-track members of Council for approval.) Councillor Lehnert seconded. The motion unanimously passed.

Councilor Norton-Smith moved that Council approve the Stark Campus Handbook as amended. (This requires a majority vote of Council for approval.) Councillor Mukherjee seconded. The motion was unanimously approved.

Vice-Chair Garchar commended the committee for their excellent work.

F. **Technology Committee.** No official report. Councilor Hollenbaugh, a member of the committee, indicated that there hasn’t been much activity lately; there is currently one outstanding request.

IX. Old Business: None

X. New Business: None
XI. Announcements

Councilor Starkey reminded Councilors that Extra Life will still be in SNB until 5:00 today. Vice-Chair Garchar noted that the Women’s March on Washington is on January 21, with a bus leaving from Belden Village Mall. Quite a few Kent State people will be going.

XII. Adjournment

Vice-Chair Garchar adjourned the meeting at 3:15 PM.