Senators Attendance Sign-in Sheet attached to meeting minutes.

Dr. Sheena Harris, Chairperson, called the Faculty Senate meeting to order at 3:05 pm.

Dr. Harris expressed greetings to the 42nd Faculty Senate and asked each Senator to introduce themselves by giving their name, college/department, and something interesting about yourself.

Dr. Harris gave a background update of the concerns Faculty Senate addressed last year, 2017-2018. They addressed some main issues on campus, how to cut out the middleman, and talked to the VP’s from these respective offices. The Chief Operating Officer (COO), a new position at the University, is on the agenda to speak to the Faculty Senate. He will speak about the responsibilities of this office. The COO position provides oversight to facilities and IT. This position has a direct report to the president. Last year, heads from Human Resources, Title III, Chief of Police, and Marketing spoke to the Faculty Senate. Senators can send their suggestions for speakers throughout the Fall Semester to Dr. Harris. Dr. Harris is trying to get Dr. McNair this semester. The Board of Trustees will have their fall session, September 27-29, 2018 in Tuskegee at the Kellogg Conference Center. Updates on the Board of Trustees meeting will be at the next Faculty Senate meeting on October 1, 2018.

Dr. Harris gave additional updates: 1. Starfish. September 10, 2018 is the last day for Starfish classes to be updated. 2. Global Fair. The Global Fair is in its third year. Free passports will not be issued during this fair. There are study aboard and other beneficial opportunities for students. The Global Fair date is September 25, 2018 from 12-4pm in the Legacy Museum.

2. Committee Chair Updates:
   a. Academic Affairs Committee, Dr. Andrew Zekeri.

Dr. Zekeri is waiting for the College Deans to send the names of individuals representing their college on the committee. Dr. Harris suggested contacting Dr. Troy for the names of faculty members. In addition, College Deans or the Provost can recommend faculty to be members on the committee. Committee members do not have to be a Senator to serve on the Academic Affairs Committee.

   b. Academic Personal Services Committee, Dr. Fan Wu

Dr. Harris presented the update for Dr. Wu in his absence. The committee is working on the actual timeline for tenure and promotion and the official letter will be distributed in October.

   c. Continuing Education and Outreach Committee, Dr. Alfred Tcherbi-Narteh
The Committee needs a representative from each College. Contact Dr. Tcherbi-Narteh, if you are interested in being a member of this committee. Dr. Harris asked Dr. Techbi-Narteh to explain the functions of the committee. The Committee’s main goal is to help students with retention because many students are leaving for various reasons. The Committee reaches out to students and is proactive in assisting the students in continuing their education.

Dr. Harris indicated a committee roster for Senators to select a committee would be placed in the front of the room. The Grievance Committee is not a publicly signup component. Senators interested in being on the Grievance Committee should contact the Dr. Ndi, committee chair, and Dr. Harris.

d. Grievance Committee, Dr. William Ndi

Dr. Zekeri reported for Dr. Ndi. The Committee is working on responses for a couple of tenure and promotion grievances. The Committee is recruiting members.

c. Instruction Committee, Dr. Emma Haley

Dr. Haley indicated the committee has not yet met. Members are needed on the committee. Dr. Haley stated the committee deals with instruction campus-wide. Contact Dr. Haley, if interested in joining the committee.

f. Research and Graduate Studies, Dr. Kennedy Aganah

The chair of the Research and Graduate Studies Committee is no longer employed at the University. Nominations will be taken for a replacement chair. The official vote will take place at the October 1, 2018 meeting.

Senators Concerns and Questions:

1. School of Nursing and Allied Health inquired about sections of courses having a number of places reserved for Schools that require the course. Dr. Harris restated the inquiry, in terms of student registration, the number of seats earmarked for their majors. The registrar, Dr. Broomfield, may be the person to check for a response. Dr. Harris will check to determine the contact person; however, it may require a second permission to get into the class.

2. A new Senator inquired about Faculty Senate and senate responsibilities. Dr. Harris explained the Faculty Senate is the governing body of the University. Most of the views and concerns within the department or College, the senator is the representative for that particular section. The size of the college or school determines the number of senators for each college or school. It is the responsibility of the senator to take back what is discussed in Faculty Senate to the college or school as well as bring the concerns and issues from the college or school to the Faculty Senate. Last year, in areas of concern, heads of the departments were invited as guest speakers to discuss concerns. Examples given were Titles III for travel clarification/documentation and IT for discussing the correct protocol for purchasing concerns. When possible, the concern or issue is referred to a Faculty Senate committee to work towards a resolution. Faculty Senate works to create a transparency between administration and faculty to know when things are coming out and/or changing.

Senator responsibilities also include 1. serve as a member of a Faculty Senate Committee. All faculty members are asked to serve on a committee. 2. Senators are to attend Faculty Senate meetings or have a representative attend in their place. Information will still reach the department or college.
3. Once the concern or issue is resolved in Faculty Senate, what is the next step? Dr. Harris responds by stating it depends on the issue or concern. The issue or concern will be referred to the appropriate committee to address the concern or issue. Each committee will have a governing body. There will be minutes for the committees; updates are given to the status, and the resolution. The Faculty Senate will have minutes, which are posted online including previous meeting minutes. Current minutes will be distributed prior to the next meeting, approved, and make changes, where needed. If an issue or concern is not resolved, then it will keep coming up until a resolution. Once the current meeting minutes approved, the minutes will be posted on the portal.

3. Campus Updates Dr. Charles N. Smith, Chief Operating Officer

Dr. Harris introduced Dr. Smith.

Dr. Smith is the new Chief Operating Officer (COO). The Board of Trustees decided to hire a COO for Tuskegee University due to the reason a new President does not pickup from where the previous President ended. There are master and strategic plans. There is no documentation on the status of the strategic planning. The Chief Operating Officer deals with all operations of the University and reports to the President. The Provost deals with all academic and CFO deals with finances.

Dr. Smith’s role is to look at the facilities, capital projects, police department, human resources, Kellogg Hotel and Conference Center. The master plan has deferred maintenance issues. One of the challenges, according to the strategic plan, seven (7) of the fifteen (15) offline buildings would be back online by the year 2020. The challenge is money. Also, in the master plan, at least three (3) buildings were to be raised, determined what to do with the land, and how to develop the campus. One of the challenges is student housing. Due to financing and debt done in previous years, there are challenges.

Human Resources is focusing on customer services, Title IX issues, and assist in development of managers. People are promoted to positions, but training is not provided. A critical issue is how to manage people and get the best in terms of what people have to offer. These issues will be addressed in management training. There are significant issues in Title IX. Even with training, people do not understand Title IX and what they are not supposed to do. There are ADA issues and OCR cited the University. Because of the hills and valleys on campus, attention was not given to a number of things concerning ADA and making the campus accessible. These items are being addressed this year.

PAF’s. No faculty member or staff member should start work before the PAF is totally complete. The liability issue is, if the employee gets hurt, the insurance does not cover the person. Then, the problem will be a lawsuit filed against the University. A person cannot start work until Human Resources completes the documentation and HR indicates the person is an employee of Tuskegee University. In addition, faculty and department heads do not allow students to sit in classes until the student clears financially. The student, at that point, is not a student and is not covered by insurance. Similarly, no student can be in the residence halls. HR is working on a clear on board and exit process for faculty and staff including office, email address, computer access, and taken out of the system upon leaving employment.

Dr. Smith covered other topics including 1. IT will provide monthly training sessions for employees. IT purchased Linked-in and there are training modules. 2. An automated podcast is being developed to assist with resolving problems. 3. An online requisition process will be out in place with an automated signature. 4. Academic computer unit. This unit will focus on academics and work with deans, department chairs, and faculty to help determine how to become innovative, utilize technology and enhance teaching. 5. Contact IT when buying electronic resources to determine compatible with equipment that is already on campus. 6. Students requested a 24-hour computer lab. 7. Assessment of printers on campus. Ricoh is the copier company on campus. A copier assessment was conducted by RICOH and there are 114 copiers on
campus. The number should be 80 copiers. Color coping is expensive. IT sent out a letter indicating color printing will be turned off unless there is a request form a dean. Currently, IT is paying for copying. Anyone using a personal laptop needs to call IT. Personal laptops should not be used for University business. There is a liability. Any device owned by the University, is there is an issue, IT can verify communications by retrieving the email messages.

Comment: Faculty respond to emails using their personal cell phones via the TU email. Dr. Smith stated students should be responding to faculty and staff via the TU email, Outlook Office 365. Outlook is connected to the TU server. Do not use personal email provider to communicate with students.

Question: When will the color printing be effective? Dr. Smith stated color printing was turned off on Friday, September 7, 2018. A Senator suggested a 100-page allotment per year for faculty members for printing class materials in color. Dr. Smith stated a student printing policy is in the development stage. Students will be given 500 copies a semester that can roll over to the next semester. Alternate methods will be included in the policy. Dr. Smith indicated color copy allotment for faculty could be considered.

Question: Library Services receives requests for color prints for nursing and biology students. Dr. Smith will consider these situations.

Question: Copiers are not connected to computers for students in the libraries. Library Services was told a decision concerning card swipe or coins was being determined. Dr. Smith asked for a note to be sent to him to investigate the issue. Students will use card swipe. Everything will be put on the student card.

Dr. Smith indicated there are three different camera systems utilized on campus. Changing to one camera system and doors. Dr. Harris inquired about faculty access to buildings through a card access. It was discussed two years ago. Building access for faculty is being looked at for security.

Dr. Smith discussed an IT governance committee is being formed in which representatives from each college and schools forms the committee. This committee will decide on the policy of the University for the process of automation.

Dr. Smith emphasized there are many capital projects and a total assessment of all office space in being conducted. The assessment is evaluating the condition of office space on campus. Thompson Facility Management Service contract ends in 2025. Dr. Smith is working with Thompson to maintain facilities. Thompson recently changed management.

Comment: Senator concerned about heating and air conditioning in buildings. Dr. Smith commented there is a HVAC challenge. Johnson Controls is assessing the HVAC issues and challenges.

Dr. Smith discussed the utilization of the Kellogg Conference Center as a residence hall. Kellogg Conference Center back as a hotel and work with the Hospitality Restaurant Management Program to put a proposal together and talk to Kellogg to determine if they are interested in coming back in to assist. Another idea is to talk to Marriott, Hilton, and Hyatt to see if they will help in bringing the Kellogg back to a four-star hotel as well as work in conjunction with the Hospitality Restaurant Management Program in starting a training center.

Dr. Smith briefly spoke on the renovation of campus building. The renovation of the Wilcox buildings are in the master plan. It may be cheaper to raise the buildings and build new buildings, than gutting old buildings and renovating the inside. There are buildings on campus that are not historic. Dr. Smith indicated he is working with the Board to identify funding for renovating buildings such as Olivia Davidson Hall and Drew Hall.
**Question:** Can you share your background for the last ten years? Dr. Smith shared his experiences at South Carolina State University, Alabama State University, Jackson State, Wiley College and other colleges. The Senator indicated knowing Dr. Smith’s background gives an indication of what to expect in the future. Dr. Smith stated the chair of the Board of Trustees wants longevity. The master plan will be followed and everyone’s support is needed.

**Question:** Classrooms need equipment, a smart classroom, for teaching. Title III funds for academic enhancement. Dell will be approached to discuss leasing computers and to make sure faculty has the necessary technological equipment. Academic Computer will focus specifically on faculty and academics.

**Question:** Dr. Harris inquired about the IT function as the unit currently functions or will the functions be reimagined or outsourced and is the online program fading out or is the online program growing? Dr. Smith responded there is a committee on the Board called IT and Online Education. Dr. Smith is not a supporter of outsourcing IT, when the company leaves the expertise and knowledge leaves. Ms. McArthur is submitting a vision document. Blackboard is the learning management system used at the University. The strategic plan has 3600 student enrollment goal by the year 2020. Online programs can attract students 24 years of age and older that will assist in meeting the 2020 student enrollment goal.

**Comment:** Dr. Harris stated she receives questions from faculty dealing with the infrastructure for online courses. Dr. Smith explains another administrator is needed to support an online program. An online program requires a 24-hour system and the system cannot shut down.

Questions and Concerns.

Dr. Harris will forward the list of committee members to the committee chairs. Mandatory faculty meetings via HR training. Contact Dean, if you cannot attend the workshops.

Adjourned 4:25pm

Respectfully submitted,

Margaret K. Alexander