



FACULTY ASSEMBLY

Minutes

September 20, 2016

Frederick Douglas Library

3rd Tuesdays, 11:00

I. Call to Order, Welcome, and Introductions 11:05

Mark William and TH Baughman- approved minutes, passed

II. Approval of May 2016 Meeting Minutes

President Bell: Welcome back. Thank you for the work that we do on the behalf of the university and the students.

Good: UMES- ranked among the best HBCU's in the country- tied with Tennessee State for 22<sup>nd</sup>. We graduated the highest number of student 768 students in the past academic year. University in terms or production, and goals of State of MD Includes 160 students in STEM and does not include Agriculture.

We had a great accreditation from Middle states. We are in the 8 year cycle. Will have a midterm visit in 2021. We need to do what we planned to do.

Provost search: We are going back out for another search. We didn't find the ideal candidate. We will enlist a search organization. No timeline yet. The major portion of the interviews will take place while the faculty will be here.

Challenges: enrollment and budget- Enrollment declined to 3907—500 students less than last fall. A number of reasons, no excuses. 100 students lost from PA program. Enrollment and management- lots of changes.

Royalty Company: They did the job too well, and not well enough. We had about 10,000 applications and half of the applications were incomplete. Financial aid had challenges. We need to do better for spring. We brought in about 1000 freshman last year, we had a retention rate was 58% last year. We

can't afford to lose 42% of freshman class. Last year's class had an average of 844 points on the SAT with a 2.76 GPA

This year we had 761 students as incoming freshman with a 874 SAT average, and a 2.93 average GPA. We should be able to retain a larger percentage. It is always a challenge to retain those students for the spring. When the students do not return, it is lost revenue and lost opportunity

We had 5 million dollars in lost revenue. For next year, a conservative enrollment of a 10% increase, is an extra 10.5 Million dollars.

We can bring in transfers and new students for spring.

Think about how to help with the situation. How to ensure students are successful, retained, and come back in the spring, in good academic standing

Deficit- will be addressed in a number of ways. Largest percentage of budget is personnel. The vacancies are frozen. We have 4 million worth of vacancies right now, some will have to be filled as essential. We will have to justify filling positions during this time period. We are not buying equipment, and we are cutting back on discretionary spending. We are looking at opportunity to use renewal funds - repair and maintenance- need to use sparingly so we can use what we have to repair and maintain our physical plant.

We need to look at entrepreneurial opportunities and grants. Certificates programs and other ways to improve the work that we do to improve the bottom line.

It is a challenge, but not impossible. We faced many challenges before. We need to use our best efforts and strategies to move past this point. It is critical to have in place a way to encourage students to come. Need to identify every step in the process and put together a time line, and et cetera. We need find and fix so that we do not drop the ball. That is the plan. We are enlisting help from faculty to update that process.

Budget- system has given us a general request to submit a reduction for FY18. Governor's request- all state agencies to do a reduction plan. We get 2% less of the budget. For us that is about 800 thousand. We need to have a reduction plan for FY 17.

Gift from Delmarva power to build a sustainability project. Ms. Dumpson will have a complete plan for how those funds are to be used. It is a green color initiative. They have a mobile unit that will travel to various units to recruit students. Project Legumes- farm to table project - involves fresh produce.

Green model home- construction of new home for President- green energy house. Construction management to facilitate sustainability. There is a goal for a second million to be contributed to the project. Delmarva power is the one who contributed. Invite Ms. Dumpson to talk about specifics.

6101Dr. Bell's extension- call with ideas.

### III. New Business

#### a. International Education – Dr. Lombuso Khoza

Dr. Khoza: Center for International Education.

Update- the center is working with VP

Updated KEI, and ISA.

[www.umes.edu/CEI](http://www.umes.edu/CEI) has connections to organizers, however the students are not bound to these organizations. The site will show internal programs. Dominican Republic for this winter as a Vista site. Updated.

Please send students to Dr. Khoza, but they need to know what their four year sequence might be. The students will have a checklist to follow that will be posted. The planning for international education needs to be done in a year in advance.

Dr. Khoza will come visit and talk to classes. If they have a Pell grant, they can apply for a Gillman grant to go abroad. If you go to another university, for a year, the financial aid will follow.

She is requesting syllabi that have international focus.

Dr. Khoza is requesting that 18 credits have an international focus. The students can take the courses, and then apply for the Peace Corps.

#### b. Phased Retirement – Ms. Marie Billie: Director of human resources

Tools in tool box for retirement incentives for long term tenured faculty. Terminal leave- faculty has an option to get off a year, and get full salary. This may be limited to one semester. Operations and funding permitted. This has to be approved by chair, dean, and they will have to find adjuncts to cover classes. And you don't come back after that. There is a new twist- if you want to keep health insurance, you have to teach at least 25% of the time, which can be one class, one on-line etc, to keep employee benefits. There is also a post severance contribution- they will make a contribution to retirement account after you retire.

Phased retirement is not a policy and was discussed. The policy on terminal leave in the back along with the guidelines for post severance.

Gradually reduce work over 1 to 3 years. There is also a concomitant reduced pay. There may be a hybrid plan. All in an effort to ease transition to retirement for those who want to retire.

The idea behind this was to reduce the number of people using sick leave before they leave. Since that doesn't allow the university to plan. They are trying to

reduce the number of people who abuse the sick leave. This is a system policy to apply to tenured faculty only.

- c. CUSF Report – Dr. Bill Chapin
- d. Report from the hinter lands: Not the only university talking about \$. Trying to make this more efficient on the academic side. Much of what is done doesn't get reported. It is good that someone on a higher level recognizes that what we do does not get credited.
- e. Pay for low paid employees- federal money, gets a certain amount of \$ in grant. Now will have to pay the rest in \$ that is not federal dollars. Budget process: Those of us who have been around for a number of years- know that we have to plan for the next year. We submit plans to the folks across the bay. Cannot increase budget from Governor; we can only decrease the plan. Academic affairs has a finance committee- involves campus personnel. Most of the times, finances go to the students first. One year it was communication lines so that the things worked.
- f. This year, there was merit raise. This year, it is a flat budget. We don't get any more money. We may have a budget that is less than flat. It is important for communication of committees to let people know what is going on. There is not going to be more money from the state. There may not be as much money in the current year as we hoped, so we may have something that is suddenly smaller. Nobody on the budget committee in the room.
- g. The folk in Adelphi- shared governance on this part, President that makes the decisions.
- h. Have someone from the current budget come and talk to the meeting next month.
- i. The problem of having enough money for recruiting students in the spring. May need to have more money to get the spring students to the fall.
- j. Agenda For the Year: We can't just sit and let the world collapse on top of us. This is a year that we can transform the university. We got through middle states. We have a Carnegie classification. What can we do better, ways of doing this- what is a proactive way to do things? If we want to be eminent, we can't do what made us excellent.
- k. We will be starting this year- program prioritization – what do we do best? What doesn't work? Updates will be disseminated. This is the forum for this.

1. Along with the PPI, we will also do a salary study. Other revisions. Two standing committees in the back of the room: academic affairs and the shared governance process. Please sign up.
- IV. Nominations of Senators- will be tabled, addressed in another way. We will have to get refreshments next time.
- V. Comments from the floor
- VI. Adjourn: Joseph Bree moved to adjourn. 12:10

Respectfully submitted by Donna Satterlee

Attendance:

Joshua Wright

Cheryl Bowers

Lily Tsai                                      Criminal Justice

Coach Nelson                                      Kinesiology

Kingsley Ejiogu                                      Criminal Justice

LaKeisha Harris                                      Rehabilitation

Joseph Bree                                      Library

Byungrok Min                                      Agriculture

Kirkland Hall                                      Kinesiology

Nelseta Walters-Jones                                      Criminal Justice

Marilyn Buerkle                                      DEML

Lorenzo Boyd                                      Criminal Justice

Carlos Salgado                                      Technology

Rob Johnson                                      Math and Computer Science

Stephanie Hallowell                                      Rehabilitation/Honors/Student Affairs

Michael Reed                                      Education

T. Chase                                      SC

Willie Brown                                      Eng &

Juliette Bell                                      President

Clara Small                                      Social Sciences

Terry Smith                                      English

Maryam Rahimi	Rehab
Robin Hoffman	CITOL
Sarah Acqua	Agriculture
Hoai-An Truong	Pharmacy Practice
Jeffrey Molavi	Tech
LaShawn D Nastvogel	Kinesiology
LaPorchia Davis	Human Ecology
Yeong Nain Chi	Agriculture
Isrea Butler	Fine Arts
Marie Billie	Human Resources
Andrea Washington	Counseling Center
T H Baughman	Social Sciences
Bill Chapin	Math and Computer Sciences
Susan Holt	SESA
Mark Williams	Math and Computer Sciences
Nomsa Geleta	Education
Latasha Wade	Pharmacy
Lombuso Khoza	CIE
David Alston	Social Sciences
Albert Chi	Math and Computer Sciences
Margarita S. Treuth	Kinesiology