

Clayton State University Faculty Senate

Meeting Minutes

October 22, 2018

Senate Members present: Augustine Ayuk, Gail Barnes, Marcy Butler, Deborah Gritzmacher, Laura Herndon, Craig Hill, Byron Jeff, Adam Kubik, Catherine Matos, Lawrence Menter, Stephanie Richardson (also serving as proxy for Eugene Ngezem), Kathryn Pratt Russell, Andrew Sbaraglia, Kendolyn Smith, MeriBeth Stegall (Secretary), Mark Watson (Chair), David Williams (Vice-Chair)

Senate Members Absent: Scott Bailey, Eugene Ngezem

Guests: Kevin Demmitt, Tim Hynes

Agenda Item	Discussion	Senate Action/Resolution/Tasks
1) Reading & Approval of Minutes		Minutes of September 24, 2018, meeting approved as distributed.
2) Reports of President and Provost i) President's Report ii) Provost's Report	The President's Report is attached as Appendix A. The Provost's Report is attached as Appendix B.	
3) Reports of Standing Committees		
4) Special Orders		
5) Unfinished Business and General Orders		
6) New Business i) Update on pay ii) Update on annual evaluation iii) Discussion on standing committees iv) Filming on campus and interruption to campus access v) Announcement: UCC items for next meeting vi) USG-Faculty Council Meeting	Update on pay addressed in President's Report. Review of annual evaluation process will be forwarded to the FAC. Some of the FS standing committees have not yet met. FS representatives are encouraged to contact chairs to schedule a meeting. The recent issue related to filming on campus was discussed by the Provost. The Associate Provost has been added to the filming request review process. David Williams (FS-Vice-Chair) reported on discussion from the last USG-Faculty Council meeting. Discussion items:	

Agenda Item	Discussion	Senate Action/Resolution/Tasks
	<ul style="list-style-type: none"> • Salaries—lower in comparison to other university systems • Student retention • Support for scholarship of teaching and learning • Changes to the optional retirement system—will be centralized to lower costs; fees will be more transparent; more information will be forthcoming • Additional state investment of \$350 million into state retirement system • New Nexus degree. Relationship to statistics used to measure retention rates. • Faculty advising vs centralized advising as an institutional choice. In other universities, faculty advise upper division. • Interest in changing USG-FC tier voting <p><i>CSU Faculty Senate discussion regarding advising at CSU.</i> <i>CSU 2015 Advisor/Faculty Task Force—move of faculty role to mentoring rather than scheduling. Recent Board change to expand responsibility of advisors.</i> <i>Questions regarding CSU student outcomes:</i></p> <ul style="list-style-type: none"> • <i>studies of student outcomes and what variables have been taken into consideration.</i> • <i>impact of 15 hour course load on outcomes when other variables included in analysis.</i> • <i>impact of course delivery mode on longitudinal outcomes, not just course outcomes.</i> <p><i>Eric Tack, Director CAR, will be invited to address questions.</i></p>	
7) Adjournment		<p>Marcy Butler moved that the meeting adjourn. The motion was seconded. All voted in favor. The motion passed and the meeting adjourned at 12:04pm.</p>

Submitted by MeriBeth Stegall, Faculty Senate Secretary, October 23, 2018

Appendix A. President's Report

Faculty Senate

October 22, 2018

- Salary Data** We have distributed two spread sheets in reference to prior discussions in the senate. One sheet provides a summary of salary increases at the university since 2002. As discussed here previously, salary increases have traditionally come state appropriations separate from Regents' formula funding. As the data indicate here, that is the case for the most part here. On a few occasions, where we have had enrollment boosts and state appropriation boosts, as well as tuition increases, we have been able to provide incremental additions to those state salary appropriations. During the last fiscal year, Governor Deal did not include salary increases, and the Board did not approve and tuition increases. Instead, he allocated dollars to state retirement and health care costs (without which there would have been an even larger costs to Regent and other state employees). The second sheet provides comparable salary data for all Regent institutions. We continue to have work to do in coming years, even as the data indicates we have tried to remain competitive with system institutions, and supportive of the work of our colleagues.
- SACS Moment** SACS Core requirement Institutional Planning and Effectiveness 7.1 "The institution engages in on-going comprehensive, and integrated research based planning and evaluation processes that (a) focus on institutional quality and effectiveness and (b) incorporate a systematic review of institutional goals and outcomes consistent with its mission." The Comprehensive Administrative Reviewers from Huron praised the manner in which CSU's plan drives activities. We continue to benefit from the process and the plan led by Professor Gary May and supported in implementation by Professor Keith Miller. We are currently meeting with goal committee leaders and are scheduled to report planning updates to campus early to mid-November. Dr. Melody Carter oversees this on-going work, as does the president. This is to reinforce the meaning of planning to the work of the university.
- University Communication Survey** hopefully each of you participated. We remain convinced that goals for inclusion among differences on campus (and learning about the implications of differences outside the university community) must begin from understanding and expanding interactions and understanding across groups whose members differ from one another. Our commitment is to go beyond the reinforcement of understandings limited to memberships in groups. As that data is reviewed, we will be reporting the outcome of the survey and next steps to the University community.
- Making Things better awards** More than 100 nominations for faculty staff and campus groups by various campus community members—a very impressive display of the appreciation we have for our colleagues. Please join us at the celebration for our colleagues October 31 in CE 101 from 1-3.
- Cautionary Tale** Recent coverage of campus political events can be discussed today, although Dr. Demmitt and I plan to have more expansive conversations about those issues in the near future (beyond the instant circumstances). But the most recent case reminds us that our communications with students may be shared outside of the immediate instructional settings, and likely without a context for others to share out interpretation of those messages. Like all other scholarship, the scholarship of teaching implies the sharing of work beyond an initial audience (such as a professional journal). Like all e-mails or other communications done using state resources, we are wise in assuming that such communications will be public.
- Thanks and Questions**

Appendix B. Provost's Report

Faculty Senate October 22, 2018

Conflict of Interest Policy

Some recent questions have come up about the USG's conflict of interest policy that has recently been updated. Our employee handbook includes the following guidance on potential conflicts of interest:

1.7 CONFLICTS OF INTEREST Any employee of Clayton State University should avoid actual or apparent conflicts of interest between University obligations and outside activities. CSU encourages employees to participate in activities of professional and/or personal growth, and other public and/or private groups that serve to benefit the participants and the University. A conflict of interest occurs when an employee has competing professional or personal interests. Such competing interests can make it difficult to fulfill his or her duties impartially. A conflict of interest may exist even if no unethical or improper act results from it, which may create an appearance of impropriety that can undermine confidence in the person, profession, or the University. Prior to engaging in any activity except those of a one-time nature, an employee should obtain the written approval of their Vice President and/or the University President or designee in order to avoid actual or the appearance of conflicts of interest. Questions about what may constitute conflicts of interest may be directed to the Chief Human Resources Officer...

A copy of the policy and the written approval form is attached and is available on the Human Resources website.

Filming on Campus

There have been many films shot on our campus over the past several years. Such events can be exciting and enrich the experience of our students and become points of pride for the campus community. Our goal is to work with such projects while maintaining the primacy of our educational mission. Accomplishing this requires a great deal of coordination and communication as it can involve every organizational division on campus. While I believe we all have done a very good job of managing most filming events, work with a recent production company did not go as smoothly. Last minute changes to filming locations disrupted the work of some faculty and students who were not communicated with in a timely fashion. As a way to improve our processes and communication going forward, the Associate Provost has been added to the group that reviews requests for filming on campus so that any potential disruptions to the learning environment can be addressed in advance. Continued feedback from faculty will be appreciated.

Conflicts of Interest and Conflicts of Commitment Policy and Approval Guidelines

8.2.18.2 Conflicts of Interest and Conflicts of Commitment

8.2.18.2.1 Conflicts of Interest and Appearances of Conflicts of Interest

Each University System of Georgia (USG) employee shall make every reasonable effort to avoid actual or apparent conflicts of interests and also the appearance of a conflict of interest. An appearance of a conflict exists when a reasonable person would conclude from the circumstances that the employee's ability to protect the public interest, or perform public duties, is compromised by a personal, financial, or business interest. An appearance of conflict can exist even in the absence of a legal conflict of interest. USG employees are referred to State Conflict of Interest Statutes O.C.G.A. § 45-10-20 through § 45-10-70 and institutional policies governing professional and outside activities.

8.2.18.2.2 Conflicts of Commitment

A USG employee shall not engage in any occupation, pursuit, or endeavor that will interfere with the regular and punctual discharge of that employee's official duties.

8.2.18.2.3 Compensated Outside Activities: Restrictions & Approval Process

All employees are encouraged to participate in professional activities; however, those activities must be consistent with the mission of the USG. Each USG employee must obtain written approval in advance from institution president or designee prior to engaging in compensated outside activities that relate to the employee's expertise or responsibilities as a USG employee. Such activities include consulting, teaching, speaking, and participating in business, professional, or service enterprises. Employees assigned to the System Office and USG presidents must obtain approval from the Chancellor or designee. Except as authorized for eligible faculty employees, annual leave must be used by USG employees for compensated outside activities during normal work hours consistent with the USG procedures governing the use of annual leave.

USG employees are generally prohibited from consulting or otherwise receiving compensation from a current USG vendor or an entity seeking a vendor relationship with the USG. Exceptions to this provision may be granted by the institution president or designee for employees that do not supervise, regularly interact with, or participate in the selection of vendors of that employee's institution or System Office. Exceptions for University System Office employees may be granted by the Chancellor or designee. This prohibition applies only to those employees supervising or participating in vendor selection and/or providing oversight of vendor performance and to vendors / prospective vendors of that employee's institution or the System Office. This prohibition does not apply to vendor or service relationships between the USG and other government entities.

The nature of institutional and System Office executive positions is such that outside activities and potential conflicts of interest require an additional level of scrutiny in order to protect the public trust. Executive positions shall include direct reports to the president in addition to those with a title of Vice President, Vice Chancellor, equivalent, or higher. Individuals in executive positions desiring to participate in compensated outside activities or seeking approval for a conflict of interest management plan must obtain approval from the institutional president or from the USG Chancellor

or designee for USO employees and USG presidents. Proposed approvals shall first be reviewed by USG Ethics & Compliance and USG Legal.

8.2.18.2.4 Faculty Consulting

Recognizing that teaching, research, and public service are the primary responsibilities of USG faculty members, it is reasonable and desirable for faculty members to engage in additional activity beyond duties assigned by the institution, which are professional in nature and based in the appropriate discipline for which the individual receives additional compensation during the contract year.

Each USG institution shall adopt guidelines governing consulting activities of faculty members which shall include the following:

1. Time that faculty may consult during regular work hours, if any. For nine-month employees the maximum limit is one day per week. Twelve-month faculty assigned to administrative positions must take annual leave when engaged in consulting during their normal work hours consistent with the USG procedures governing the use of annual leave.
2. A determination of what institutional resources may be used for consulting work;
3. A plan for reimbursing the institution for use of the institution's personnel, facilities, equipment, and or materials consistent with rates charged outside groups or persons;
4. A procedure for obtaining prior approval of the President or his or her designee; and,
5. A procedure for defining and managing conflicts of interest and conflicts of commitment regarding faculty consulting.

8.2.18.2.5 Disclosure

Each USG employee has an ongoing responsibility to report and fully disclose any personal, professional, or financial interests, relationships, or activities that has the potential to compromise an employee's objectivity in fulfilling the employees' responsibilities to the USG. Each USG employee must also report and fully disclose any financial and business interests that the employee or the employee's spouse, partner, parent, child, sibling, and any in-laws of any of the foregoing may have that relate to the USG employee's expertise or responsibilities as a USG employee.

D. Additional Guidance

The requirements of this policy to include the minor revisions made as part of the policy review initiative and the more substantive revisions made at the most recent meeting of the BOR are outlined below.

1. Conflicts of Interest and the Appearance of Conflicts of Interest

The foundational requirement for USG employees to avoid even the appearance of a conflict of interest remains unchanged. Specific reference is made in the policy to the State Conflict of Interest Statutes O.C.G.A. § 45-10-20 through § 45-10-70.

2. Conflicts of Commitment

This provision also remains unchanged. USG employee must not engage in any occupation, pursuit, or endeavor that will interfere with the regular and punctual discharge of that employee's official duties.

3. **Compensated Outside Activities: Restrictions & Approval Process**

USG employees must still obtain permission in writing and in advance for Outside Activities. The revisions to this policy provides the following guidance:

- a. USG employees must now only obtain approval for outside activities that are both i. compensated and ii. relate to the employee's expertise or responsibilities as a USG employee. Under this policy does not apply to an employee's service in the military.
- b. Institution Presidents and University System Office employees must obtain approval for Compensated Outside Activities from the Chancellor or designee.
- c. USG employees, other than eligible faculty employees, must use annual leave for compensated outside activities during normal work hours consistent with USG polices governing annual leave.
- d. USG employees are prohibited from consulting or otherwise receiving compensation from a current USG vendor or entity seeking a vendor relationship with the USG. Exceptions to this provision may be granted by the institution President. For University System Office employees, exception to this provision may be granted by the Chancellor or designee.
- e. The Compensated Outside Activities of Institutional Presidents, Institutional executive positions and University System Office executive positions must first be reviewed by the USG Office of Ethics and Compliance and the USG Office of Legal Affairs. Contact information for these offices is provided below:

USG Office of Legal Affairs

Vice Chancellor of Legal Affairs

usg-legal@usg.edu

(404) 962-3255

USG Office of Ethics & Compliance

Vice Chancellor for Organizational Effectiveness

usg-compliance@usg.edu

(404) 962-3034

- f. USG institutions must now include in consulting guidelines the amount of time, if any, that faculty employees may consult during normal work hours. For nine-month employees, the maximum amount of consulting during normal work hours is one day per week. It is intended that this limit be an average of one day per week and not a hard cap of confining any consulting hours to one calendar day. The limit does not apply time outside of the 9-month contract. Twelve-month faculty assigned to administrative positions must take annual leave when engaged in consulting activities during normal work hours.

4. **Disclosure**

The policy still requires USG employees to report and fully disclose, on an on-going basis, any personal, professional, or financial interests, relationships, or activities that has the potential to compromise an employee's objectivity in fulfilling the employees' responsibilities to the USG. The policy now explicitly requires USG employees to report and fully disclose any financial and business interests that the employee or the employee's spouse, partner, parent, child, sibling, and any in-laws of any of the foregoing may have that relate to the USG employee's expertise or responsibilities as a USG employee.

Employee Outside Activities/On-Campus Activities Approval Form

Employee Name: _____ Department: _____

School/College: _____ Date of Request: _____

Outside Activity - All Employees (Check all that apply):

- Outside Activity involving consulting, teaching, speaking, or participation in business, professional, or service enterprises (with or without compensation).

Name of Outside Entity: _____

Will there be compensation above expenses? YES NO

- Outside Activity involving compensation from a vendor

Name of Vendor: _____

Do you or have you participated in the selection of this vendor? YES NO

Outside Activities (Faculty Only):

- Does the outside activity exceed one day per week? YES NO

Nine-month Faculty: Cannot exceed one day per week

Twelve-month faculty: Must take annual leave for consultations during normal work hours

- Will institutional resources be used for the outside activity? YES NO

On Campus Activity Terms:

- On-Campus Activity involving more than one business day of time commitment in a week

Beginning Date and Time: _____ Ending Date and Time: _____

Frequency of Activity: (one time, once per month, etc.): _____

Total Time Commitment (hr.): _____

Please Note that if you will be paid for this On Campus Activity-you are required to comply with all Supplemental Pay and Extra Compensation Procedures and submit these before engaging in the activity.

Activity Description (include: dates that the employee will be away from duties, method for reimbursing the institution for the use of its resource, if applicable):

Certification:

I certify that the activity:

1. will not constitute a conflict of interest or conflict of commitment as described in Board of Regents Policy 8.2.18.2, the University System of Georgia, and Clayton State University;
2. will not interfere with the punctual discharge of my official duties; and
3. meets one of the following criteria: (a.) is a means of personal professional development; (b.) serves the community, state or nation; or (c.) is consistent with the objectives of the institution.

Employee Signature

Date

Approvals: (Please secure signatures before returning to the Office of Academic Affairs.)

Department Head

Date

Academic Dean

Date

President

Date