

Council for Faculty Affairs  
2019-October-15 – Kelly 4.03 (Kelly 4C)  
Meeting Minutes

Attendance: Attendance: I. Gerhardt (Chair; Math), M. Jafar (Accounting, CIS, Law), Q. Machingo (Bio), B. Wilkins (Chem&Biochem), J. Abulencia (Chem Eng), M. Volovski (Civ & Eng), T. Gencarelli (for R. Kern - Comm/VPA), K. Qazi (CS/Phys), C. Wang (Econ & Fin), Sr. R. Kushner (Ed), Y. Wang (Elec & Cmpt), H. Laudien (English), M. Groarke (Hist/PoSc), S. Ladda (Kin), A. Masoumi (Mgmt&Mktg), L. Redruello (MLL/Phil), K. Fairchild (Psych/Soc), Br. R. Berger (Rels).

Absent: J. Gormley (Lib), B. Litkouhi (Mech)

- I. Approval of Oct 15, 2019 agenda was obtained.
- II. Approval of Sep 10, 2019 minutes was obtained with the following changes: Addition of the BoT report by K. Qazi, corrected names on minutes using first initial and last name, and correct names spelling on 8a&b.
- III. CFA Standing Committees were approved with the additions of substitutes for sabbatical and summer grants committee. It was suggested that if you are applying for either, do not serve on these committees.
- IV. Calendar for 2019 -- Evaluation of Sabbatical Applications  
Sabbatical Leave committee is being given an extra week (i.e., until Oct 22) this year to send recommendations to Provost. It was noted that there is too short a window in the fall semester for the Sabbatical Leave committee to make decisions, so hopeful to revise time table.
- V. Reports from October 10, 2019 BOT Committee meetings - *See summary below.*
- VI. Update from Faculty Guidelines Subcommittee  
Report from S. Ladda. The sub-committee has met twice. We have a draft of protocol for updating School Guidelines that has been reviewed by the Provost and he thinks it looks good. Next step is to have Deans review. Information about “Early Promotion” was identified as an issue that is not discussed in Guidelines. Varying approaches are taken on “Leadership” across school Guidelines. We are still discussing recommendations. Recommending not to put %/levels on faculty evaluations and to be consistent how presented in Form A. The Sub-Committee is now reviewing Service and Scholarship areas across School Guidelines. Most likely will meet two more times and have a report to submit to CFA. Electronic faculty-student course evaluations are online so should be able to have a universal reporting structure.
- VII. Update from Faculty Forms Subcommittee (November CFA meeting a report will be given.)

VIII. Faculty Dining — CFA Resolution

A CFA resolution was provided to move the Faculty Dining Room back to Kelly. Before vote was called, a few points were raised. What about funds Provost promised? Evidently the savings from moving Faculty Dining to Thomas Hall was not realized thus the DaSH and summer grant funds increase is a moot point. I. Gerhardt explained that 25Live blocks off rooms for the whole day because of being understaffed to manage request. A lot of space (Kelly Commons) has been added with the same staffing and the needs are much greater.

A friendly amendment to the resolution was approved to add that the current prayer space in the previous Faculty Dining Room should stay in place.

16-0 approve the proposal

IX. Faculty Handbook — CFA Subcommittee on P&T

B. Litkouhi suggested a CFA Subcommittee on P&T be organized to help clarify—make language to fit the practice. M. Groarke noted that the forms need to be simplified. It was suggested that recent faculty who went through process of P&T be asked for feedback. There has been a workshop held the past few years by members of the P&T Committee to help clarify process and has been deemed helpful. A point was raised to continue discussion from last year on proposal about Leadership expectation adding “and/or” to Faculty Handbook language.

A Motion was made, seconded, and voted on to delay organization of a CFA subcommittee on P&T until current revision of Faculty Handbook is completed.

15 for, 0 against, and 1 abstention

X. Report on Faculty Town Hall with Provost & President

Approximately 25% of full-time faculty attended the town hall on Tuesday, Sep 24. Topics that were brought up included recent administrative turnover, working towards diversity in searching, pros and cons of the block schedule (including questions on whether classrooms reserved for specific classes are actually being used), adjunct compensation, better communication from the administration, and morale concerns among faculty.

XI. Preparing for Provost’s November Visit to CFA

a. Items from the Provost to CFA

Slide show on possible new programs

Faculty reporting/accountability

Update annual faculty report/connect with handbook/FWC

Method of how P&T is constituted

- b. Items from CFA to the Provost
  - Assess shift of spring semester
  - Faculty survey results

**XII. New Business**

A discussion occurred related to concern about current searches taking place and process.

Meeting was adjourned at 5:05 pm.

Faculty Members Serving Committees of the Board of Trustees  
October 10, 2019 BoT Meetings report

Committee on Academic Affairs - M. Groarke

The Academic Affairs committee discussed four things -- this year's enrollment, and the efforts to identify new graduate programs, the provost search, and Focus on Faculty.

Applications last year were the highest ever, and our yield remained at 13.3%

Our incoming class this year was 852, very good, but not as big as the big class who just graduated. The College is working with a new consultant who is building a dashboard that allows them to look at different slices of admission data. Some of this that we were shown shows that the proportion of the incoming class with higher than a 93% GPA has gone up, and the proportion with less than an 86 has declined. The chair raised a concern about the volatility of these numbers and the lack of understanding about the causality.

Provost Clyde and Rani Roy said that they'd identified that applicants with several risk factors (underserved pop, poor grades, first gen . . .) don't do well, but that MC can be successful with students with one risk factor. So they are using this approach to decide admissions.

Clyde made a presentation based on a market survey done by a consultant, Harmon, on what grad programs could be growth areas for us. Perhaps we should think about whether we want him to share this with CFA?

The status and timeline of the Provost and DPCS searches were reported. Focus on Faculty was mentioned. Brother Carlos commended the publication, but commented that there's a lot of focus on how many things the faculty are publishing, but not on what impact our research is having in the real world.

Committee on Development - B. Wilkins

At the end of the previous fiscal year, MC maintained approx. \$16.6 M in the bank, between restricted (4.4 M) and unrestricted (12.2 M) funding. With cash and pledges, the estimated amount of funds was \$116.5 M. Last year there were 4470 alumni donors with 6076 donors total.

As of Sept 30<sup>th</sup> 2019, MC is at 21% of goal for the year with \$800 K, unrestricted in the bank. It was noted that all funding categories (anniv. class, annual fund, bequests, gifts, etc.) were up over last year's marks at this point in the year. Restricted funds are currently at \$1.8 M, giving a total of \$2.6 M in the bank. This is 1 million above where MC was in the previous funding cycle. Currently, there are 887 alumni donors with 1292 donors overall.

We are in the 4<sup>th</sup> year of a 10 year financial campaign with a goal of 165 M. MC is currently at 73.4% of goal, having reached 121 M, as of Oct 10 2019. This is estimated to be 18-24 months ahead of schedule.

Alumni events are increasing in numbers, bringing in record donations. The previous year's DeLaSalle Medal Dinner brought in over \$2 M in revenue to MC. This year's dinner will be held on Feb 6, 2020 and there is over \$900 K already confirmed for this event.

New initiatives include updates to the Alumni magazine. A survey was sent out last summer asking how readers interacted with the material. Those answers are being addressed and the magazine will also begin a digital phase. The digital magazine will provide the opportunity to use multimedia platforms. This will launch in spring/summer of 2020.

The Public phase of the campaign was announced at the President's dinner and is titled "Invest in the Vision". There is now a page on the MC website (<https://manhattan.edu/giving/Invest-in-the-vision/index>) describing this campaign. It includes a video overview of this campaign vision and links to giving stories providing the inspiration behind some of the gifts to MC. Here, there is also provided the campaign goals and priorities, campaign progress, and the ability to donate directly from the site. This was developed as a way to keep the public informed and increase the visibility of the campaign.

#### Committee on Enrollment Management - K. Qazi

SAT scores up, increase of NJ, next steps PA, increase International students  
Increase Hispanic numbers, decrease Asian and Black  
Slight increase in commuter students by 40

#### Committee on Facilities Planning - M. Volovski

##### *Status of Ongoing Projects*

- o Alumni Hall mold abatement: Training, weight, and health room will stay vacated.
- o Draddy ESPN3 Mobile Unit: Complete.
- o Gaelic Park Exterior Sidewalk Replacement: Required as condition of lease. Plans have been approved by the MTA. Current cost estimate below initial amount budgeted (cost savings).
- o Horan Elevator Upgrades: 1<sup>st</sup> elevator to be completed by Oct 23<sup>rd</sup> (ahead of schedule). 2<sup>nd</sup> to be completed in late January. 3<sup>rd</sup> and 4<sup>th</sup> to follow.
- o Leo Fire Alarm replacement is complete. Waiting on final inspection from Fire Dept.
- o South Campus Demolition. All structures removed. Cars from Jeep/Chrysler should be removed at the end of the year. Site being used for Higgins Engineering and Science Center construction staging.
- o Miguel Hall Façade repairs complete
  - Higgins Engineering and Science Center Update
- o Additional responsibility shifted to the owner's representative (VBA) prior to the departure of VP Andy Ryan.
- o Work is on schedule and on budget (\$62.1M)
- o Expected completion date: first quarter of 2020
  - Leo Hall Renovation Update
- o Construction of 1<sup>st</sup> floor Civil and Mechanical Engineering labs are complete
- o Construction of 1<sup>st</sup> floor student space (formally cafeteria) should be completed before the Spring.

- o Construction of the 4<sup>th</sup> floor Chemical and Civil Engineering labs is continuing and on schedule.
- Housing Upgrades
- o Model unit completed in Horan Hall

#### Committee on Finance - S. Ladda

- Budget for the 2019-2020 academic year
- 51 students short and returning students 42 below (81% retention rate as compared to 85% last year)
- Graduate enrollment decrease
- Two unexpected expenses include the mold issue in Alumni Hall and the roof issue of Chapel.
- Higgins Engineering and Science Center – similar to Kelly Commons – building will open fall 2020 without having all monies to pay for it

#### Committee on Student Life & Admissions - H. Laudien

1. *Tour of Horan Hall's new apartment style dorms.* We were given a tour of the 3 bedroom/2 bathroom apartment, with a kitchen, living, and eating area. The apartments are going to be used in campus tours as a recruiting tool for prospective students. 152 total beds are being planned in the new room types (across 8 floors). The plan is to finish two floors per year and complete the project over 4 years. Rick Satterlee explained that it was not possible to do more than 2 floors per year because it would displace too many students. We also saw one of the newly refurbished elevators in Horan. The elevator budget is \$1.1 million and is already funded. Construction work on elevators should be completed by September 2020.

2. *Tour of Gaelic Park Athletic Center.* The ribbon cutting for the Athletic Center was held on 10/6/19. The cost total for the construction was \$2.9 million (\$1.489 million was fundraised). The G.A.C houses 5 sports (men's soccer, women's soccer, softball, men's lacrosse, women's lacrosse). There is also a player's lounge, athletic training area with hot and cold therapy pools, new office space for coaches and staff. Everything is ADA compliant. 15% of our student body are athletes.

3. A point was raised that Alumni Hall is 98 years old and there is a significant mold problem in the space.

#### Mission & Strategic Planning - I. Gerhardt

Presentations on LaSallian programs, IALU. Presentation from FDC. Have reached end of Phase 2 of strategic plan; Feb 2020 circulate draft plan of Phase 3 to administration. No more May 1 deadline for enrollment commitments (abolished by Dept of Justice).