

Faculty Assembly Executive Council (FAEC) Meeting
September 28, 2011, 9:15 to 11:15am

Present: Jim Morley, Donna Crawley, Alex Olbrecht, Max Goldberg, Jillian Weiss,
Elaine Risch, Peggy Greene, Ruma Sen

Absent: Sam Mustafa

Secretary: Rebecca Root

1. Approval of the FAEC minutes from the Sept 21 meeting.

Motion to approve with one revision. Seconded, approved.

2. Refinement of FAEC priorities for 2011-12

Working from a list distributed by the Secretary, the members present decided to make several changes, as follows:

- a. Priority 1 will specify that the procedures the FAEC wishes to revise are those involving SBR.
- a. Priority 3 deals with implementing online evaluations to the satisfaction of the faculty. It will now specify that this means addressing the two concerns: the degree to which students will complete them, and the need for the reports generated by these evaluations to be in a clear format that provides information faculty will be able to use.
- b. Priority 5 relates to refining the principle of shared collegial governance. It will now specify three things:
 - i. FAEC will meet with the President's Cabinet and other key administrators to discuss issues of relevance to the faculty
 - ii. At the end of the academic year, FAEC will assess whether these conversations have been effective exercises in shared collegial governance.
 - iii. FAEC will seek the inclusion of faculty input into the design of the survey instrument used for deans' evaluations.
- c. Priority 8 dealt with seeking changes to the Academic Calendar. After discussion, the decision was made to eliminate this from the list of goal for the year.
- e. The Secretary will update the priorities list and attach a copy to the agenda for each week's FAEC meeting in future.

3. Meeting with Chief Planning Officer and VP of Admin & Finance Dorothy Echols Tobe on the new parking policy.

- a. After years of budget cuts and tuition hikes, the administration is looking for new ways to generate revenue. Last year, the faculty was invited to contribute ideas for cutting expenses and raising revenue. One idea offered was to create fee-based reserved parking areas to generate revenue, hence the administration has been working on a plan they will soon propose to the faculty.
- b. Currently, faculty and staff do not pay for their parking. Free, gated parking for faculty and staff will be preserved in the A lot (A1, A2, and A3) under the new plan.
- c. Under the new plan, A4 (the small lot at the far end of A, situated between the library and the dorms) would be made fee-based reserved parking.
- d. B Lot is currently open parking for anyone. However, commuter students have complained that the spaces are taken up by the residential students. Under the new plan, B lot will be reserved for commuter students. This means that faculty and staff overflow from A Lot will now have to go to C Lot instead of B. (It also means residential students will park in C and D.)
- e. In order to promote student engagement on campus (especially on the weekends), freshmen are now banned from having cars on campus. This opens as many as 300 parking spots in the Mackin Hall and Bischoff Lots. These too can be converted into fee-based reserve parking areas for faculty and staff. The actual number of spots set aside for this purpose will depend on the level of demand.
- f. Access to any reserved parking area (A4, Mackin and Bischoff) would cost \$350 per year, with a discount for 10 month employees. Payment can be deducted from paycheck on a pre-tax basis.
- g. The idea is that the money raised from the fees for reserve parking will offset the lost revenue resulting from banning freshmen cars (approximately \$60,000).
- h. NB: details of the parking plan were emailed to faculty and staff on Sept 30. That email specifies that the new parking plan will be in effect January 1, 2012 and that sign-up for reserve parking will be open soon. It also specifies the fees that will be required of those who currently enjoy the right to a designated parking spot on campus.

4. New Business

- a. Review of last weeks FA meeting
- b. Preparation for next week's Faculty Conference
 - i. The date of the Faculty Conference (Oct 5) is also Ayutha Pooja, a major Indian holiday. In future, we need to know about religious holidays so we can avoid scheduling events on those days.
 - ii. In the past, DAC has sometimes in the past provided a list of religious holidays. Rep. Sen will make a request on behalf of FAEC that DAC provide such a list to the Ramapo community in future.
- c. Discussion of low attendance at FA meetings.
 - i. Discussion of possible reasons for this and how to address it.
 - ii. Discussion of need for FAEC representatives to reach out to those members of their units who do not attend FA to learn why they do not attend and whether their concerns are being addressed by the FAEC and FA.

5. Meeting with Associate VP for Academic Affairs, Employee Relations Judith Jeney on Sedona.

- a. One of FAEC's priorities for the year is streamlining the tenure/promotion/reappointment process, particularly in terms of reducing paperwork in the packets. We'd like to learn whether Sedona software will be helpful, but Rep. Olbrecht has found that in ASB Sedona has proven glitchy and not user-friendly.
- b. The Employee Relations Office has tested Sedona and has not encountered these problems. Perhaps they are using a different version than ASB; she will check on this.
- c. To use the software, material has to be turned into pdfs and then uploaded. Documents that are not already in electronic format would therefore have to be scanned. Several representatives voice concerns that this would place a burden on faculty. The scanning might be done by unit secretaries and student aides. Another possibility would be that ITS might be able to provide support (such as establishing banks of scanners for this purpose.) Again, she will check on this.
- d. It is important to note that use of Sedona will be voluntary. The plan is to gradually roll out Sedona starting next semester, focusing on new faculty

members. Rather than have faculty who already have assembled their binders go through the work of scanning, it makes sense to target new faculty who are building their reappointment packets from scratch. However, others may wish to participate simply because this software can reduce paper waste and keep documents in a secure online format. Access is password protected. Also, the committees responsible for reviewing the packets will be able to access them remotely, rather than having to work with the hard copies on campus. Their access is also password-restricted, but it is temporary (only as long as the review period).

- e. Distribution of a two page sample from the software, including a “Frequently Asked Questions” page.

6. Meeting adjourned.