

**UNIVERSITY FACULTY MEETING MINUTES
MONDAY, NOVEMBER 26, 2018**

For attendees, please see attachment A1.

The meeting was called to order at 3:03 pm.

I. The minutes of The October 23, 2018 minutes were approved.

II. Report of the Speaker of the Faculty, Stuart Bass

Prof. Bass convened the meeting by reporting that the most recent Board of Trustees Finance Committee Board Summary will be reported at the next full faculty meeting.

Prof. Bass reported that on October 30, there was a follow up meeting on campus security with Public Safety, members from the Nassau County Police Department, and members from Homeland Security. It was sponsored by the Provost's Office, the Speaker of the Faculty's Office and Student Affairs. There were about 70-80 faculty, administrators and staff in attendance but not a single student. Prof. Bass is inclined to schedule another follow up meeting.

III. Report of the Provost, Gail Simmons

Provost Simmons reported that her office has been very busy with the Middle States' process. There is a reasonably good draft. The Steering Committee has met a couple of times this fall to review the document as it has developed, which includes a draft of Hofstra's next Five-Year Plan. On Friday, December 7, we will have a visit from Chancellor Kent Syverud from Syracuse University, who is the chair of our Middle States site visit team. He will be meeting with key people who have been involved in the preparation of the self-study, members of the Steering Committee, and a few campus leaders. This will be a relatively short visit just so that he feels that we are on track for our site visit in the spring. He has already received a draft of our self-study which he will have the opportunity to debrief between now and December 7. He will most likely provide feedback, should he feel we are not on track. We will be presenting a draft version of the Five-Year Plan and the self-study to the Board of Trustees at its December meeting. The early parts of the spring semester will be spent updating the report, particularly with assessment results that are coming out of academic departments. The final version of the self-study will go to the team on February 14. The site visit is March 31 through April 3, 2019.

Provost Simmons congratulated both Dean Berliner and Dean Rabbany on successful visits from their respective accreditation agencies. The Association to Advance Collegiate Schools of Business (AACSB) was back to examine both the entire School of Business programs and specifically the Accounting program. In addition, we had an initial accreditation visit from the Accreditation Board for Engineering and Technology, Inc. (ABET,) for Computer Science and Computer Engineering in the School of Engineering and Applied Science. Both schools are on track for reaccreditation and for Computer Science and Computer Engineering – their first accreditation.

Provost Simmons reported on the work her office has been doing on the scheduling of classes. She reported that they have made some significant improvement in spreading out the schedule for students better across the grid in eliminating courses that meet in non-standard times that keep students from registering for other things that they would like to take. We managed to do this in a collaborative manor without having to take extreme measures.

Provost Simmons reported on the student complaint procedure. The current procedures for addressing student complaints are what we have in our clear Grade Appeal Processes, in all the academic units. If a student has a complaint about anything else in the academic realm, and failing resolution with the faculty member itself, they are directed to see the chair. Failing resolution there, they go to the dean. Only if resolution fails at the dean's level do they find their way to the Provost's Office. The issue is, how do student's access that procedure? A small percentage of students go to other avenues such as Legal Counsel, Human Resources and Dean of Students, etc. These students are forwarded to the Provost's Office. To comply with federal regulations, which in turn are part of Middle State's criteria, we needed to put something on the Consumer's Right to Know page that gives students a single point of contact. Middle State's must be able to get from us, a location where students can get complaints resolved and we must be able to give them some statistics if they ask for them. The Provost's Office has created an email address. Terri Shapiro, Senior Vice Provost for Academic Affairs, has attended a workshop on this type of issue, complying with Middle State's standards.

IV. Update on PayFlex Program, Chief Human Resources Officer, Denise Cunningham and Sr. Associate Director, Denise Radicone

Ms. Cunningham reported that in the new year, H/R will have more in depth information sessions about PayFlex. Effective April 1, 2019, PayFlex will begin administering Hofstra's flexible spending accounts (medical and dependent care), health reimbursement account and commuter plans, replacing WageWorks. This change is the result of a review process that included proposals from six vendors, including PayFlex.

Ms. Radicone summarized the process for choosing PayFlex.

PayFlex is owned by Aetna and has 31 years of experience in spending account benefits administration. PayFlex has over 5,500 clients nationally and a U.S. based customer service center. In addition to the administration of Hofstra's spending account plans, PayFlex will also provide technological resources such as mobile app access and text-alert capabilities.

No action is necessary currently. If enrolled, you will continue to use your WageWorks spending account card through the end of March and a new PayFlex card will be mailed to your home address for use beginning April 1st. Further details will be forthcoming in the new year. In the interim, if you have questions, please contact the Hofstra University Benefits Team at benefits@hofstra.edu.

V. Report of the Senate, George Giuliani:

Prof. Giuliani reported that the Town Hall Meeting will be held on Wednesday, December 5 from 10:30a.m. – 1:30 p.m. in the Student Center Multipurpose Room. The main discussion will happen during common hour.

Action Items

1. Prof. Giuliani presented for action the revisions to the Senate bylaws and Faculty Statutes. The Ad-hoc Committee to Review and Update Governance Documents started working on this project in February of 2018. Prof. Giuliani thanks the committee for all of their hard work. It was passed unanimously through the Senate Executive Committee and the Full Senate.

Lisa Filippi, chair of the Ad-hoc Committee to Review and Update Governance Documents, reported that most of the revisions are clerical, to make them more uniform, updating names of schools and titles, etc., as well as to bring them in line with current practice. There was a slight discussion about clinical faculty and voting rights, as well as the role of the Secretary to the Faculty in Faculty Statute IX. Caroline Schreiner reported that the Faculty Affairs Committee was looking into changing the role of the Secretary to the Faculty. She will contact the committee for an update. In addition, Caroline Schreiner look at the medical school voting rights, which were created in 2010, and where they were inputted. The item passed unanimously.

VI. Report of the Chairs' Caucus, Kathleen Wallace

Speaker of the Faculty Stuart Bass reported for Prof. Wallace that the chairs continue to work on

- scheduling
- Revision to Faculty Policy Series #43 - Hofstra University Harassment Policy to include chairs
- ongoing discussion regarding the new complaint procedure
- issues with Curriculog.

there was a membership meeting on September 12 with over 60 members in attendance. The next meeting will be on Wednesday, November 28 during common hour and hope to see everyone there.

Prof. Ploran reported that they are in the process of updating the website with all of the unit representatives. The goal is that if you have a problem and think it is union related, that you can go to your unit representative first who may know the intricacies of what's happening within your unit and then they can direct you to the AAUP.

Prof. Ploran reported that the AAUP continues to monitor the implementation of mid-semester advisories as well as monitoring the conversations on the international pathways programs. There are two more information sessions for members to attend and raise concerns or ask questions. The sessions will be held on Friday October 26, 2-3pm and Monday October 29, 10-11 am in Axinn Library, room 245.

Prof. Ploran reported that they along with Christina Ventura-DiPersia, Collective Bargaining Chair, are starting to cross check the Faculty Policy Series (FPS) and Collective Bargaining Agreement (CBA) to each other to see if there are places where they don't align or should align better. They are also writing some quick guides for some of the major programs and processes that faculty use consistently.

Prof. Ploran reported that she is leaving her Faculty In-Residence position at the end of the year. She encourages faculty to express interest. There will be an interest meeting on Wednesday, October 24 and Wednesday, November 14 during common hour. Faculty will meet her as well as Russ Smith, Associate Director of Residence Life.

VII. Report of the AAUP, Elisabeth Ploran

Prof. Ploran reminded the faculty that in Article 8.3 of the Collective Bargaining Agreement (CBA) a Health Reimbursement Account that the university was putting money into, skips 2019 and picks back up in 2020. The HRA is used after you spend your entire flex spending account and rolls over.

Prof. Ploran reminded that faculty can always request a union representative at any meeting with anyone who is considered a supervisor.

Prof. Ploran thanks the Provost for her clarification on the student complaint procedure and reports that the Executive Council has seen an "uptick" in student complaints particularly on things outside grade appeals.

Prof. Ploran reported that the union will have a general membership meeting on December 12 at 11:30 in Breslin 100.

VII. New Business

There was no new business.

VIII. Adjournment

The meeting was adjourned at 2:53 p.m.