

UNIVERSITY FACULTY MEETING MINUTES MONDAY, FEBRUARY 24, 2014

For attendees, please see attachment A1.

The meeting was called to order at 3:07 p.m.

I. The minutes of the December 6th, 2013 meeting were unanimously approved.

II. Report of the Speaker of the Faculty:

Prof. Nirole convened the meeting by reporting that tomorrow is the next Board of Trustee's Meeting. There will be an academic presentation by Kathleen Wallace. He also reported that he, along with Susan Yohn, Chair of the Chairs' Caucus, met with President Rabinowitz to discuss the following

- Undergraduate Enrollment
 - Transfer students for current semester are down
 - Continuing from fall to spring are up making up for low number of transfers
 - Retention rate from fall-spring was 95% which is a small improvement of what it typically is
 - Undergraduate enrollment target for next year is 1620 – 1670
 - Too early to tell
 - Number of visits for freshmen is up
- If target enrollment is met for the upcoming class, there will be 12-13 additional faculty lines planned next year. Which is above and beyond the retiree replacement lines (about 30 in total)
- Graduate applications are down approximately 36%
- Business School has decrease in International Students applications
- Need for more scholarship money for both incoming new students and continuing students
- Brief update on “HofTown” Development for the area on North Campus across from the arena.
 - Four planners have been interviewed
- Meeting with Uniondale leadership to help develop the area surrounding Hofstra as a college town.
- The Vice President for Financial Affairs and the Provost have both met with the Planning and Budget Committee

III. University Task Force on Safety and Security Enhancements - Sandra Johnson and Karen O'Callaghan

- The Task Force was formed to look at safety enhancements
 - examine some of the best practices that are seen at other institutions
 - consider ways Hofstra can enhance safety on campus as well as off campus
 - provide short and long term recommendations to the President for implementation
 - composition included faculty, administrative staff, graduate and undergraduate students, a representative from the alumni association, and community partners which included representatives from some of our civic associations as well as the two police precincts that Hofstra borders
 - created in June and had its first meeting in July- continued through September
 - took a nighttime “walk” of the campus to better understand foot path patterns
 - Environmental assessment

- Final report will go to the President soon, though a lot of the task force's recommendations were sent immediately to the President for implementation
- Approval was made for extra Public Safety Patrol which resulted in the hiring of two new full-time Public Safety Officers
 - Dedicated to patrol perimeter of campus – (Public Safety's only jurisdiction is only on campus)
- An additional supervisor has been hired this past January whose duties will include assisting with community liaison work
- Increased Lighting along Perimeter Roadways and Parking Lots with focus on California Avenue
- Worked with LIPA to increase lighting along California Ave near the Law School parking lot and that additional lights be added to the Breslin parking lot, the parking lot near the Law School annex and the parking lot near the New Academic Building.
- Looked at where students would travel at night and on weekends and what the needs might be in terms of lighting, etc
 - LED Lighting (better lighting and cost-efficient)
- combined with data from lighting surveys conducted by facilities staff, "preferred" pathways going east/west and north/south on both the south and north campus were identified and presented
- Ten new emergency blue light phones are scheduled for installation beginning in November, bringing to a total of 58 emergency phones on campus.
- Campus has over 250 security cameras
 - will increase signage that an area is under 24-hour watch
 - Tapes are kept for approximately 30 days
 - More of a deterrent and an investigation tool
- Created an overnight shuttle service 9pm – 5am 7 days a week
 - hired two new bus drivers
 - through our campus and the neighborhoods adjacent to campus, where the majority of the students who live off-campus are, with designated pick-up/drop-off points
- Brief overview of the Campus Alert Notification Network "CANN"

In the case of an immediate emergency, the campus public address system will be activated alerting the campus community to check one of the following for important information and/or instructions:

 - phone or text message (voluntary for faculty & staff; required for students)
 - www.hofstra.edu and the campus alert page of the website.
 - In the event of an emergency, information will also be posted on Twitter and Facebook
 - campus alert hotline: (516) 463-1234
 - Hofcast network, now available on LCD screens in all academic buildings, in addition to highly trafficked sites around campus.
 - Hofstra television service - all stations on the Hofstra service will be interrupted in case of an emergency.
 - Hofstra radio station - WRHU Radio Hofstra University 88.7 FM.
- Increased efforts by local law enforcement to address crime in area surrounding the University

- Brief Overview of Clery Reporting & Campus Security Authorities (CSAs)
 - A crime should be considered reported when it is brought to the attention of a CSA or local police by a victim, witness, other third party or even an offender.

IV. Internship Taskforce Report – Neil Donahue

- Dean Donahue reported on the following:
 - Report was finalized in July of last year
 - Result of three years of meetings by numerous faculty and administrators
 - Took place in two distinct phases
 - The purpose of task force was to try to get an overview and provide some coherence and contours to the internship activities at Hofstra throughout the different units
 - In response to the surge of interest and demand by parents and potential new students for information about internships in light of the recession
 - Typology of internships of the university
 - The academic internship for university credit
 - Not-for-credit internships (Career Experience or Professional Development)
 - Broken down into two subgroups – for pay or a voluntary internship usually with an NGO or non-governmental organizations
 - Students should be mindful that not all experiences that are termed internships are true internships. Such experiences, designated as internships, would be considered exploitative for not providing either remuneration or credit, or both, and for not providing suitable training or educational work experience.
 - All undergraduate students seeking an internship for academic credit are strongly recommended to take advantage of the program offered through the Career Center, even though it is not the sole provider
 - the Career Center is launching a Career Management System (CMS). This system allows students to report on each of their experiences through their own personal profile. With this system in place, Hofstra will be capable of tracking academic (for-credit), non-academic (not-for-credit) and volunteer experiences, which can be used for reporting data. The launch date is March 1st
 - Hope to develop an internship webpage to make visible what all the different units are doing
 - Internship sites will appear on the transcript as part of the course title – starting this semester
 - Schools/Colleges should take advantage of the expertise and resources of the Career Center in their own internship programs, explore possibilities of developing alumni advisory networks, and explore possibilities of funding for stipends/scholarships/awards for their internship students.

V. Report of the AAUP, Dennis Mazzocco

Prof. Mazzocco reported that Hofstra has been selected to host the 2014 Summer Institute. This is a tremendous opportunity for Hofstra. The last time we had a Summer Institute was in 1996. There will be considerable publicity generated from this. There will be an annual meeting in June as well as an academic conference. The weekend of July 17th, about 300 faculty from all over the country will be on campus and spend 3 or 4 days here to discuss challenges in higher education and academic

principles. The AAUP is very excited about this and appreciates the support the administration has offered.

Prof. Mazzocco encourages everyone to look at the union's website (<http://aaup-hofstra.org>) and sign up your email address to be notified about new posts on the union blog.

- There will be a Steering committee meeting in March.
- General Membership meeting on April 9th
- Chapter elections – ballots will go out in March
 - Chapter President
 - Second Vice President for Collective Bargaining
 - Steering Committee Seat
 - Unit Representatives

Emails have been sent out from the National Office of the AAUP for elections. The Executive Council of the Hofstra Chapter is supporting the “Organizing for Change” ticket:

- AAUP President - Rudy Fichtenbaum from Wright State
- AAUP First Vice-President - Hank Reichman from CSU
- AAUP Second Vice-President - Susan Michalczyk from Boston College
- AAUP Secretary-Treasurer - Michele Ganon from Connecticut State

Flyers will be put in everyone's mailboxes. Because of DOL guidelines the AAUP is not allowed to use the email system of any of the universities.

Prof. Mazzocco reported that he is running for an At-Large Four-Year Term on the National Council. There are currently eleven candidates for two seats. Prof. Mazzocco is also currently serving as an At-Large member on the Collective Bargaining Congress and an At-Large Delegate representing the New York State Conference within the Assembly of State Conferences

Prof. Mazzocco reported that the Graduate Director's Program Committee, mentioned at the last faculty meeting, has been up and running through the fall and is still meeting. This committee had entered into the 2006 contract, and the guidelines were that the administration and the union were supposed to get together in 2007 to start discussing equitable and fair compensation for program directors. The committee did not meet; therefore it was carried over into the 2011 contract and being discussed now.

Senior faculty are encouraged to consider volunteering to serve on the University Senate committees. Caroline Schreiner had sent out an email on Friday. This two-year position affords you the opportunity to complete service by becoming a member of one of the Senate's five major committees (Undergraduate Academic Affairs, Graduate Academic Affairs, Faculty Affairs, Student Affairs and Planning and Budget), as well as several sub-committees that are delineated and described on the Interest Form you will fill out through Blackboard. Very important work is being done through these committees and the future of the university is literally being decided through shared governance. All too often, these committees are being staffed by willing un-tenured faculty which is great, but the voice of senior faculty is needed as well.

Prof. Mazzocco reported that over the past two-years, the union has been and/or currently involved in seven disciplinary cases involving faculty including adjuncts, un-tenured and tenured faculty.

Disciplinary action can lead to suspension, sanction or even termination. Prof. Mazzocco would like to remind faculty that if they are called to an unscheduled meeting with their chair, dean or the Provost, please ask what the meeting is about and who will be in attendance. If a faculty member goes to the meeting and find that they are being presented with information that perhaps could lead to disciplinary action, or feel as though they are being interrogated, there is a right to stop the meeting and ask for union representation (Weingarten Rights.) You have a right to have a member of your union with you when you feel that a meeting with a manager might be an interview investigating a circumstance that could lead to your discipline or termination. The administration is under no obligation while it is conducting an investigation to tell you before they call you to the meeting, that there may be disciplinary action involved. Administrators do not have to inform you that you have the right to have your representative present. You need to advocate for yourself to protect your interests.

VI. Report of the Chairs' Caucus, Susan Yohn

Prof. Yohn reported that the Chairs' Caucus reported that the caucus will be meeting next week with Sandra Johnson, Vice President for Student Affairs and Gary Miller, the new Director of Career Services. Senior Vice Provost Schmelkin will also be in attendance to answer questions about fellowships.

VII. Report of the Planning and Budget Committee, Eugene Maccarrone

Prof. Maccarrone reported that the committee had a meeting in November with Vice President Hennessey, who gave a precise presentation on the university's budget. The committee supplemented this with a meeting in February with Provost Berliner and Senior Vice Provost Schmelkin to discuss the academic part of the budget. These meetings taken together complement each other very well because Vice President Hennessey obligations goes to the university's finances overall and Provost Berliner has a major responsibility for the academic operating budget which is the most significant single part of the university's budgeting. Prof. Maccarrone feels the guests were very cooperative and forthcoming and when combined with the robust discussions, questions and answers at both meetings, he found them very productive. The University is doing well but also the conversation with Provost Berliner shows that there are certain "bump ups" particularly with regard to support for seminars for example that he believes faculty will further benefit from. Provost Berliner also offered to attend another Planning and Budget Committee meeting at the end of the spring semester in order to review a major part of the academic operating budget which has to do with anticipated faculties. The Provost will then attend meetings in October of each year to discuss more specific needs that are resulting with his discussions with the deans and chairs going forward. These are significant parts of the Hofstra budget, and the Provost's willingness to discuss these things and have the committee participate in these discussions is extremely significant.

Prof. Maccarrone reported that the Town Hall Meeting has been rescheduled for April 30th. The committee is coordinating with Vice President Johnson's office as well as the student leaders on campus. It will be held in 246 East Library Wing. The meeting will be expanded from 10am until 3pm with the central discussion, with senior administrators happening during common hour. Messages will be going out to the Deans, Chairs and faculty shortly. The key to this meeting is to get the student leaders involved and essentially, to be heard. The working theme of the meeting is consistent with empowering better outcomes.

Prof. Maccarrone reported that Michael Salatti, an adjunct professor in the Engineering Department, is doing a terrific job with his senior project to look at the needs with regard to parking on this university.

The Planning and Budget Committee will also look into expanding the smoking ban to include the North Campus, as well as populating an outcomes assessment subcommittee.

A discussion followed about Law School and Medical School representation on the Planning and Budget Committee, and profits from those schools. Prof. Maccarrone reported that he will reach out to Lawrence Smith, Dean of the School of Medicine, to solicit his input as to how the committee can best integrate its mutual interests regarding applicable areas of Hofstra governance.

VIII. Report of the Chair of the Senate Executive Committee, Stuart Bass

Prof. Bass took a moment to extend thanks to all of the standing committee chairs of the University Senate (Prof. Maccarrone – Planning and Budget Committee, Prof. Fritz – Undergraduate Academic Affairs Committee, Prof. Davidow – Graduate Academic Affairs Committee, Prof. Giuliani – Faculty Affairs Committee, William Finnegan – Student Affairs Committee.) Given the dynamics of the Senate bylaws, the chairs have really hit the ground running this past year. Given the stewardship and leadership and respect of the chairs, are doing an extremely well job.

Prof. Bass reported that concerns and questions have been raised within the last few months about the effectiveness and of the Smoking Ban. There are research items that are being released by the Hanover Group in Washington which the Senate is looking at and will be making recommendations as to how we can effectively enforce the ban on south campus and when the ban is implemented on the north campus as well. He reported that he, along with William Nirode, Speaker of the Faculty will be meeting with Karen O’Callaghan, Director of Public Safety and Joseph Barkwill, Vice President for Facilities and Operations in an effort to engage in some substantive conversations.

Action Items

1. Prof. Bass presented for action revisions to the withdrawal policy. The item was approved unanimously.
2. Prof. Bass presented for action revisions to GPA calculation – Multiple F Grades. The item was approved unanimously.
3. Prof. Bass presented for action the Laboratory Animal Facilities Occupational Health and Safety Plan. The item was approved unanimously.
4. Prof. Bass presented for action revisions to Faculty Policy Series #10. The item was approved unanimously.

IX. New Business

There was no new business.

X. Adjournment

The meeting was adjourned at 4:11pm