Faculty Welfare Committee Final Report 2019-2020

Members: Glenda Byars, Stephen Della Lana, Christine Moore, Tracy Burkett, Mary Jo Fairchild, Mark Rutter, Grace Hubel, Ghazi Abuhakema (Co-chair), Dave Boucher (Co-chair)

The following is a summary of the primary tasks and issues the Faculty Welfare Committee (FWC) investigated and discussed during 2019-2020. Several of the issues addressed by the 2019-2020 FWC were continued from the previous 2018-2019 academic year, which were unresolved due to the transition to a new administration.

1. On-campus parking
   a. The cost and availability of on-campus parking spaces was a concern in 2018-2019. In particular, parking fee increases deleteriously affect adjuncts and junior faculty.
   b. Research by the FWC revealed that both the availability and cost is dictated by the city. In fact, the college contributes a fairly generous amount to help cover the costs of parking spaces for faculty and staff.
   c. Providing adjuncts with parking passes at pretax rates is unlikely due to a current state and federal policies.
   d. Status: Since these parking problems are primarily a consequence of local and state rules and regulations, the FWC agreed that, aside from offering free parking to faculty and staff, there is very little the college can do to address these issues. The FWC agreed to indefinitely postpone this issue.

2. Ongoing issues with facilities maintenance and Physical Plant
   a. Over the past three years FWC received consistent complaints about lack of facility maintenance, lack of cleanliness in classrooms and hallways, and efficiency of the facilities and maintenance work flow. Many of these issues stemmed from an unclear administrative structure of Physical Plant.
   b. Back in March 2018 FWC met with the newly hired VP of Facilities Planning John Morris who stated that he was working to create a clear responsibility chart aimed at improving the response times, communication, efficiency and accountability of facilities and maintenance work requests.
   c. In 2019 VP Morris, working with the provost and the Academic Council, implemented a building liaison program (https://facilitiesmanagement.cofc.edu/building-liaison/index.php), aimed at improving the communication between Facilities Management and the College community. Based on anecdotal evidence gathered by FWC members, it appears that this program has not been very successful. For example, one FWC member has, since November 2019, put in three separate requests to have burned out lights replaced in their lab space. These requests involved the assigned building liaison, but as of May 2020 the lights have not been replaced.
d. Finally, some attribution of the performance issues related to the Physical Plant and facilities management was given to turnover and retention of qualified maintenance and trade workers, e.g., electricians, because of non-competitive salaries at the College.

e. **Status:** FWC agrees that this issue must finally get the attention it deserves. The problems have persisted for several years now, and although some efforts have been made to resolve several of these concerns, there is little evidence that they have been adequately and effectively addressed. It is recommended that the 2020-2021 FWC follow up with VP John Morris.

3. Childcare options and policies at the College.

a. Concerns over childcare options and policies is another issue that the FWC has been dealing with for a few years. Specifically, there are ongoing concerns with transparency pertaining to the wait list and admissions policies at ECDC.

b. The FWC also discussed a longer term goal of create a separate option for a “day care” center which would not be as focused on scholarship, which would require a significant investment of both funds and space.

c. The 2018-2019 FWC generated a childcare report summarizing options at peer institutions. A summary of this report is attached herein (see, “Faculty Welfare Committee Daycare Research Report,” on p. 6).

d. **Status:** It is recommended that the 2020-2021 FWC contact the director of ECDC Katie Hauser to address the wait list and admissions policies at ECDC.

4. FMLA and the College’s HR website.

a. Policies for contingent faculty, and leave policies, e.g., bereavement, are not as explicit and transparent as they could be on the HR website.

b. This issue was brought to the FWC by the Adjunct Oversight Committee (AOC). The AOC would like the FWC to forward concerns about the lack of transparency on the College’s website to HR,

   “...dissemination of information about FMLA eligibility specifically how the number of instructional hours of faculty members (both roster and adjuncts) are calculated for FMLA eligibility, and how this policy and procedure is as it is written, not transparent to staff, particularly to teaching staff, and certainly not in a timely manner before the faculty and/or staff member goes out on FMLA.”

c. **Status:** Currently the AOC is researching these issues. The FWC is awaiting their findings before officially forwarding these concerns to the administration.
5. Assessment.
   a. Concerns about assessment were brought to the FWC in 2018-2019 stemming from the recent accreditation process. Assessment is useful when done at a grassroots level, and many faculty believe it should develop organically from individual departments to be more meaningful to faculty. However, many faculty feel that the method used at the College is rigid and ineffective, and that the software used (Compliance Assist) is particularly cumbersome.

   b. FWC Chair Justice (2018-2019) suggested that a conversation with the Registrar may be required.

   c. Status: Concerns over assessment subsided after accreditation, but it is recommended that the 2020-2021 FWC will revisit this topic and think about whether meeting with the Registrar would be fruitful and what specific issues, if any, should be addressed. If the FWC decides to pursue this matter, the FWC chair should contact the Committee on Institutional Effectiveness to determine if they are willing to discuss this matter further.

6. Strategic planning and the Carnegie Classification.
   a. The FWC discussed concerns and issues facing faculty as the college moves to change the Carnegie classification. The FWC focused on two issues:
      i. Protections for faculty related to different and varying research expectations, e.g., different T&P expectations and processes for graduate and non-graduate programs.
      ii. The Impact of advanced degrees on eligibility for PUI funding sources and opportunities. May funding agencies prohibit applications to PUI funding if an institution confers a specific number of graduate and/or professional degrees.

   b. Status: Co-Chair Boucher presented these concerns to President Hsu at a meeting of the Faculty Advisory Committee to the President.

7. Faculty surveys of Chairs, Deans, Provost and President.
   a. FWC was tasked with to reviewing the recent versions of the faculty surveys of Chairs, Deans, Provost and President. The chairs and deans surveys, in particular, vary significantly in content and format between schools and departments. The FWC was asked to develop standard surveys that can be administered by all schools and departments at the college.

   b. Status: In January 2020 the FWC formed four sub-committees to develop the standardized surveys. In March 2020 the completed surveys were forwarded to the Speaker of the Faculty, Simon Lewis, for review and approval by Academic Affairs.
8. Procurement.
   a. This is another topic that was postponed in 2018-2019 until after the start of the incoming President’s term. The issue was brought to the FWC by Lisa Calvert as a representative of the Staff Welfare Committee (SWC).
   b. Issues with procurement can make faculty travel and purchasing a cumbersome process. The main concern is the need for faculty and staff to pay for all fees and expenses for work-related travel using our own money and/or credit cards. It is unclear what is state law and what are arbitrary rules made by the College.
   c. A summary of the research results gathered by the SWC is attached at the end of this report (“Summary of Issues Related to Purchasing Card Policies at College of Charleston,” p. 7).
   d. Status: Co-chair Boucher presented a copy of the SWC report to President Hsu at the FACP meeting in March 2020.

9. Emeriti faculty appointments.
   a. A group of faculty sought to pursue wording change to the FAM regarding Emeriti Faculty Appointments. Copies of the original text in the FAM, and the proposed changes are attached to this report (see “Proposal for changes to the FAM, section III. Faculty Appointments subheading F” on p. 10).
   b. Status: This request, including the proposed changes to the text in the FAM were forwarded to Michael Lee, chair of the Committee on the By-Laws and the Faculty/Administration Manual.

10. Proposed changes to Tenure and Promotion Packet.
    a. A couple of issues regarding the current formatting and preparation requirements for Tenure and Promotion (T&P) packets were brought to FWC.
       i. There are objections to T&P candidates being required to spend time compiling and submitting information that Academic Affairs already possesses, e.g., student course evaluations.
       ii. Additionally, there is a request that T&P candidates not be required to provide justification of editorial rigor for standard journals, such as flagship journals within respective fields.
    b. Resolving these issues can be relatively simple if it is more of a procedural or compiling issue, whereas more substantive change in the process may require additional review by other committees and the Faculty Senate, or even administratively by the Deans and Provost.
    c. Status: This request was forwarded to Christopher Korey, chair of the Advisory committee on Tenure, Promotion and Third-Year Review.
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Respectfully submitted, May 2020
David S. Boucher
Chair, Faculty Welfare Committee 2019-2020

Attachment: Faculty Welfare Committee Daycare Research Report (1 page).

Attachment: Summary of Issues Related to Purchasing Card Policies at College of Charleston (3 pages).

Attachment: Proposal for changes to the FAM, section III. Faculty Appointments subheading F (1 page)
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**Faculty Welfare Committee Daycare Research Report**

This is a summary of the daycare research performed by Xenia Mountrouidou while serving at the 2018-2019 Faculty Welfare Committee at the College of Charleston.

**Selection of Institutions**

The institutions were selected based on the information provided regarding peer institutions. Furthermore, the institutions were selected based on the three CofC presidential candidates at the time (University of Toledo, Purdue University, and Eastern Tennessee State University). Some local institutions were selected as well (The Citadel, Clemson University).

**Summary of Findings**

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Some key findings from this research:

- All researched institutions had an informative website about daycare options for future employees,
- 40% of the researched institutions had priority selection of the faculty and staff children,
- A special rate was included by one third of the institutions.

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Summary of Issues Related to Purchasing Card Policies at College of Charleston

A. Current College policy does not allow employees to use a purchasing card to pay for airline tickets or conference registration fees.
   1. Employees must carry interest charges on personal credit cards. (Bad for morale.)
      a. Employees then wait to make purchases missing Early Bird Registration discounts and spend more on airfare by booking late.
   2. Conference registration fees can be paid by Expense Authorization
      a. Many conference registration sites do not offer an option to pay by check creating more work to pay – again resulting in the loss of discounts for Early Bird registration.
      b. Who has to be involved to process an EA and how much time does it take?
         i. Preparer, Chair signature, Mail Services to transport to Controller’s office to cut check, USPS to deliver check – could take 2-3 weeks to process and deliver to organization. Can complete an Expedited Check Request if you want it faster – more paperwork!
   3. Airline tickets can be purchased through AAA Travel.
      i. Who has to be involved to process and what does it cost?
         i. AAA charges $50 per reservation.
         ii. A TA must be prepared and approved (preparer, chair, dean, provost, controller’s office) before tickets can be ordered through AAA. Time and paperwork!

B. State Policy allows for conference fees and airline tickets to be purchased with State purchasing cards.
   1. State Restrictions
      i. Airline tickets only. You cannot purchase lodging, airline, and car rental bundles.
      ii. Conference fees only. You cannot purchase add-ons (luncheons, receptions or additional cost sessions.)

C. State Laws
   1. State law prohibits “traveling cards.”
   2. State law prohibits the purchase of lodging on a PCard.
      i. Exceptions for Higher Ed but purchases must be made at GSA rates
   3. State law prohibits purchase of incidentals (airport parking, tips, meals.)

D. Why does College restrict?
   1. Conversations with Controller’s Office
      i. Cannot track these items for monthly, state travel report because employees will forget to list them on TAs and Controller will have no way of knowing expenses occurred.
   2. Request for early reimbursement of expenses are typically denied
      i. Reason: Employee could get reimbursed before trip, then cancel trip and get reimbursed by organization and airline.
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i. Inferring employees are all looking to cheat the College, which is bad for morale.

E. What is it costing the College by limiting these purchases?
   1. Excessive costs to the College. (no early bird registration, or early flight purchases.)
   2. Paying AAA vendor $60-75 per airline ticket. Purchases made without insurance are non-refundable.
      a. Employee morale – carrying interest payments on personal credit cards.
      b. Additional work on personnel – excessive processes.
      c. Loss of cashback bonuses from Bank of America
         i. Using P-cards for travel more would actually generate income.

F. Suggestions
   1. Department admins only be allowed to purchase conference registration fees and airline tickets with purchasing cards.
      a. Admins responsible for adding these expenses to TAs and listing them as “paid by pcard.”
      b. Admins responsible for coding purchases in Works as “travel expenses.”

G. Reference
   1. Lynn Crawford, PCard Manager, Clemson University, 864-656-2808
      a. Manages 1,115 cards on campus and is responsible for tracking expenses in Works.
      b. Lynn uses Works to query purchases by accounting code or to query users by employee ID to assist with monthly, state employee travel reports.
      c. In FY17, Clemson earned $189,000 in cashback bonuses from Bank of America. Much was generated by travel expenses charged to Pcards.

Summary of Policies at Peer Institutions:

Lodging prohibited by State – Fall 2018

MUSC P-Card policy
pages 9-10
Allowable: Airlines and conference registration fees.

University of South Carolina
http://uscb.edu/purchasing/policyproceduresmanual2013.pdf (from Beaufort campus website)
Prohibits airfare
Does not prohibit conference registration fees

Clemson University
https://www.clemson.edu/procurement/faculty-staff/policies/index.html#pcardpolicy

Allowable:
Student travel
Airline tickets
Conference Registration Fees
Lodging for visiting speakers
Proposal for changes to the FAM, section III. Faculty Appointments subheading F

Original text:

F. Emeriti Faculty Appointments

Following retirement, an instructional faculty member or librarian may be nominated by a Department Chair or the Dean of the Library (or equivalent administrator) for the “Emeritus” or “Emerita” title. “Emeritus” or “Emerita” appointments must be approved by the appropriate Academic Dean and the Provost. The names of emeriti faculty will be included in the College catalogue and other appropriate directories.

The emeritus or emerita rank is conferred only when a retired faculty colleague, in the judgment of the appropriate administrators, has a history of exemplary service to the College of Charleston. An emeritus or emerita title is used in association with the faculty rank held by the faculty colleague at the time of retirement (e.g., “Associate Professor Emerita” or “Librarian III Emeritus”).

The College of Charleston may choose to extend special benefits to retired faculty to whom the emeritus or emerita rank has been granted. Upon application, emeriti faculty will be issued an identification card that will allow them access to the benefits of active faculty in accordance with all College policies: e-mail and professional web site usage; the use of libraries and gyms; admission to athletic contests, artistic performances, lectures and College-wide social events. Emeriti faculty may also continue to use the College as an agent for external grant applications.

Proposed changes:

F. Emeriti Faculty Appointments

Following retirement, an instructional faculty member or librarian may be nominated by a simple majority of the tenured faculty of the retiree’s home department for the “Emeritus” or “Emerita” title. “Emeritus” or “Emerita” appointments must be approved by the appropriate Department Chair, Academic Dean, and the Provost. The names of emeriti faculty will be included in the College catalogue and other appropriate directories.

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