

**Governance, Communications and Recruitment (GoCore)
Committee Meeting of Faculty Senate**

April 13, 2021

3:00 PM-5:00PM

Minutes and Final Report

The **Governance, Communications, and Recruitment Committee** deals with matters internal to the Faculty Senate and the General Faculty. It oversees the outreach strategies for the Senate and evaluates their effectiveness in disseminating information and recruiting new members.

Attendees: Maria Collins (Co-Chair), Burak Erdim, Chad Jordan,, Barbara Kirby (Co-Chair), Andrey Kuznetsov,, Joan Nicholas-Walker, Meagan Kittle Autry

Absent: Troy Pinkins

Discussion

1. Discussion of Chancellor Resolution

GoCORE reviewed the Chancellor Search Resolution and provided revisions suggestions. A revised copy is attached. The committee reviewed the document proposed from the perspective the NC State Senate.

The committee incorporated a suggestion for gender neutral or more inclusive language. The focus of the resolution is on the integrity of Chancellor searches. Also, the term search and nomination is not used consistently across the system. The committee saw the function of the search committee as one that reviews, interviews, and nominates candidates. An outside firm usually conducts the search for upper level administration positions.

The committee completed the revisions and submitted the resolution to the Chair of the Faculty for consideration and approval.

2. Update on Technology Proposal to upgrade Faculty Senate rooms

The technology upgrade proposal was completed and submitted to the Executive Committee for further consideration and approval. See **Appendix A** below for the complete proposal.

3. Orientation Session Project Proposal

The committee discussed pulling together discussions about developing and orientation session for next August into a project proposal to be reviewed by the Faculty Senate chairs and Executive Senate. This would allow for work to continue on this proposal over the summer and for the orientation session to be delivered before the first Faculty Senate meeting. See **Appendix B** for the complete proposal.

GoCore Final Report: Year in review

After exploring the charge of the committee the previous year, the committee focused much effort in moving forward ideas identified. An initial list of goals and tasks were identified and categorized in the areas of communication, governance, and recruitment. Committee members were then divided into three subgroups so that the committee could focus on a greater number of goals.

Accomplishments

- Moved to webinar format
 - The committee proposed that Faculty Senate meetings move to a Zoom webinar format to improve accessibility to the Faculty Senate meetings for the general faculty in compliance with open meeting requirements.
 - The proposal was approved by the Executive Committee and the Executive Assistant was able to work with Delta and implement the webinar format for the spring semester.
- Improved communication about FS meetings
 - Once we were able to obtain a link to the meeting, the committee was able to work with the Executive Assistant to post a registration link for the Faculty Senate meetings to the University Calendar. This increased the accessibility of these meetings.
 - The Faculty Senate office sends out a reminder notice to general faculty a few days before the meeting.
 - An average of 35-50 additional people have attended the meetings.
- Improved communication between GoCore and the Faculty Senate office
 - The committee chairs served as liaisons to the Faculty Senate office and met regularly with the Executive Assistant to discuss the work of GoCore and coordinate efforts.
 - GoCore Chairs also invited the Chairs of the Faculty to participate in committee meetings to discuss various initiatives.
 - Proposals were written for all major initiatives and submitted to the Executive Committee for consideration.
 - The committee recommends that next year's GoCore chairs continue to meet with the Executive Assistant and Chairs of the Faculty as needed to obtain feedback, discuss action items, and provide updates.
- Defined Lead Senator role, assigned Lead Senators, and conducted a Lead Senator orientation
 - Created a proposal for the Chair of the Faculty that outlines the expectations of a lead senator. Submitted the proposal to the Executive Committee for approval and comment.
 - The committee recruited and assigned lead senators for each college in early spring. Now that procedures are in place, it would be ideal to select lead senators at the beginning of the session in August.
 - The committee provided an orientation session for lead senators to discuss roles and responsibilities.
 - Committee members created a shared drive of resources including template communications for the lead senators, which we hope to later turn into a toolkit.
- Recruited slate of candidates for Faculty Senate related elections.

- The committee worked with the Executive Assistant and Nancy Welchel to better understand the elections timeline and to start recruiting earlier across the colleges.
- Lead Senators helped to manage communications with their colleges. These efforts improved the recruiting process.
- Contributed a column for the Provost's monthly newsletter related to recruitment.
 - The Communications subgroup worked with the Newsletter team on a column related to Faculty Senate recruitment.
 - GoCore will continue to look for opportunities for additional articles to highlight the work of the Senate.
- Completed a calendar of events for recruitment
 - Worked with the Executive Assistant to obtain a calendar of events for elections.
- Proposed technology upgrades for the Faculty Senate room at the library.
 - Worked with the Libraries IT department to determine equipment needs that would allow the Senate to conduct virtual meetings from the Faculty Senate room.
 - Submitted and obtained approval for a technology upgrade proposal from the Executive Committee.
 - Obtained a commitment from the Director of Libraries and the Provost's Office for funding.
 - The Provost's Office approved and provided funds for the cost of the equipment.
 - The Libraries will assist with purchasing and installation.
 - The Libraries will facilitate payment for labor costs the next fiscal year.
- Submitted project proposal for orientation session in the fall
 - GoCore discussed the idea of an orientation for all senators in the fall of 2021 before the next session begins. This orientation would outline the Chair's agenda for the next year, review the purpose of the senate, explain the purpose of the committees and explain the Senate's relationship to the Faculty Assembly, General Faculty, and the Standing committees.
 - The committee submitted a project proposal for review by the Executive Assistant and incoming and outgoing Chairs of the Faculty for further consideration and possible implementation over the summer.

Challenges

- Continuing to explore and operationalize the broad charge and purpose of GoCore Committee
 - Further defining how the committee might better support Faculty Senate operations and office.
 - Further define GoCore's role as both an advisory group and working group
- Expanding internal communications among senators and external communications to the general faculty
 - Create a way for senators to communicate and share ideas outside of meetings. This might included working discussions with other senators
 - Explore the various ways that different colleges facilitate communications related to the Faculty Senate. These strategies could be shared to help colleges evolve their practices.

GoCore priorities for the next session:

- Review bylaws in order to assist with orientation of senators and to ensure proper governance.
- Orientation
 - Create orientation toolkit for new senators.
 - Prepare an orientation session to be delivered before the first Senate meeting.
- Create a technology guide so that visitors to the Faculty Senate room can easily use the newly installed technology.
- Continue to define roles and responsibilities between the Faculty Senate office and the GoCore committee.
- Election calendar and flow chart
 - Continue expanding the elections calendar.
 - Create a flow chart of election related processes and events.
- Continue to improve support for lead senators included further development of lead senator toolkit.
- Provost's newsletter
 - Continue to formalize the process for including announcements in the Provost's newsletter.
 - Include at least one announcement about the Faculty Senate elections/recruitment.
- Review and follow up on the 2019/20 GoCore report related to improving the usability of the Faculty Senate website.
- Improve the transparency of the process for handling issues of concern.
- Provide recommendations concerning committee meeting reports back to the full Senate

Appendix A - Technology Upgrade

GoCore Committee
April 21, 2021

Proposal for Technology Upgrade for Faculty Senate Room

Context and Rationale

The Faculty Senate room received an upgrade last year including a new projector and screen to facilitate delivery of presentations in the room.

The GoCore committee would like the Faculty Senate Executive Committee to consider additional upgrades that would allow for hybrid meetings (virtual and in person) when meetings reconvene in person from those rooms.

Potential benefits for consideration of this upgrade include the following:

- Continued virtual access to the meeting by guests to comply with open meeting requirements. Webinar access to our meetings has allowed additional engagement with the Senate from deans, administrators and interested faculty members. Exposure to the Senate provides an opportunity for recruitment.
- Access to Faculty Senate meetings for current Senators who are unable to attend in person due to illness or conflicts. Concerns mentioned by Senators include the need to social distance when sick, concerns about parking on Main campus, and managing conflicts that prevent senators from traveling to Main campus to attend the meeting in person.
- This would allow for a transitional option for Senators who feel uncomfortable with in person meetings in the fall. Given the size of the Faculty Senate rooms and the number of people attending the meetings, it will be difficult to be socially distant.

The committee also discussed the possibility of rotating the Faculty Senate meeting to other locations such as Centennial Campus or Talley in order to provide more equitable access to the meetings. Another option might include meeting virtually in the fall rather than returning to in person meetings. Once meetings do commence in person, the committee agreed that the preferred method of attendance would be in person.

In summary, three issues were identified related to returning to the Faculty Senate meeting room in the fall:

- not having access to a large enough physical space (problems with social distancing),
- concerns about accessibility to the meetings for Faculty across campus (guests who would like to attend),
- and a lack of technology to support an effective hybrid meeting experience.

An upgrade to the Faculty Senate room would provide more flexibility in meeting some of these challenges.

Recommendations

The Libraries IT department has provided estimates on the equipment and costs needed to upgrade the room. Three options are provided. At a minimum, an upgrade would need to include a computer/podium set up with camera and improved audio, especially towards the front of the room.

Option 1 – Lectern and table mics for the front of the room only

This option will focus on installing a computer in the lectern and audio at the front of the room to allow for virtual meetings and capture speaker engagement. Conversations around the room by Senators will not be captured. This system will have 2 tabletop microphones but the cable will have to run along the floor due to limitations in the room.

Manufacturer	Part Number	Description	Quantity	Estimated Unit Cost	Estimated Total Cost
Middle Atlantic	L2LDC2FC MKM	Lectern	1	\$ 2,017.80	\$ 2,017.80
Extron	60-1308-03	SM 26 Wall Mount Speakers (white)	1	\$ 237.80	\$ 237.80
Extron	60-849-01	XPA 1002 Amplifier	1	\$ 348.00	\$ 348.00
Vaddio	999-99950-600W	ConferenceSHOT AV Conference Room System	1	\$ 2,703.60	\$ 2,703.60
Misc.		Cable, connectors, mounting hardware	1	\$ 400.00	\$ 400.00

					\$ -
					\$ -
					\$ -
TS		Lectern PC and Screen			\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				Total	\$5,707.20

Option 2 - Lectern and wired audio across the room

This option will provide a lectern and computer at the front of the room as well as a tabletop audio system around the room. This set up is similar to the set up on the Libraries Administrative Conference Room on the ground floor.

Manufacturer	Part Number	Description	Quantity	Estimated Unit Cost	Estimated Total Cost
Middle Atlantic	L2LDC2FCMKM	Lectern	1	\$ 2,017.80	\$ 2,017.80
Extron	60-1308-03	SM 26 Wall Mount Speakers (white)	1	\$ 237.80	\$ 237.80

Extron	60-849-01	XPA 1002 Amplifier	1	\$ 348.00	\$ 348.00
ClearOne	910-6000-808-C	WS800 Series 8-CH Receiver	2	\$ 4,159.00	\$ 8,318.00
ClearOne	910-6000-408-C	WS840 Series 4-CH Receiver	1	\$ 3,279.00	\$ 3,279.00
ClearOne	910-6001-008-C	WS800-C Series Tbl Transmitters	20	\$ 360.00	\$ 7,200.00
ClearOne	CN25810TNC- 100	Antenna Cable	2	\$ 288.00	\$ 576.00
ClearOne	910-6005-428	Antenna Mounts (Pair)	1	\$ 240.00	\$ 240.00
QSC	Core 100f	Audio DSP	1	\$ 3,340.00	\$ 3,340.00
QSC	PTZ 12 x 72	PTZ Camera	1	\$ 4,175.00	\$ 4,175.00
QSC	NS-1108P	10 Port Network Switch	1	\$ 1,085.50	\$ 1,085.50
Middle Atlantic	C5K3AISSHB30 000Y	C5K 3B 27 32 ST S H HPL Finish AV Credenza	1	\$ 1,512.00	\$ 1,512.00
Misc.		Cable, connectors, mounting hardware	1	\$ 1,000.00	\$ 1,000.00
					\$ -
					\$ -
					\$ -

TS		Lectern PC and Screen			\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				Total	\$33,329.10

Option 3 – Lectern and ceiling mics

This option would allow for the lectern and computer set up at the front of the room and for two mics to be dropped from the ceiling. This would require asbestos abatement, which would add a minimum of \$5,000 to this estimate.

Manufacturer	Part Number	Description	Quantity	Estimated Unit Cost	Estimated Total Cost
Middle Atlantic	L2LDC2FC MKM	Lectern	1	\$ 2,017.80	\$ 2,017.80
Extron	60-1308-03	SM 26 Wall Mount Speakers (white)	1	\$ 237.80	\$ 237.80
Extron	60-849-01	XPA 1002 Amplifier	1	\$ 348.00	\$ 348.00
Shure	MXA910W-US	Ceiling Dante mic array with A910-HCM	2	\$ 3,165.61	\$ 6,331.22
QSC	Core 100f	Audio DSP	1	\$ 3,340.00	\$ 3,340.00

QSC	PTZ 12 x 72	PTZ Camera	1	\$ 4,175.00	\$ 4,175.00
QSC	NS-1108P	10 Port Network Switch	1	\$ 1,085.50	\$ 1,085.50
Misc.		Cable, connectors, mounting hardware	1	\$ 1,000.00	\$ 1,000.00
					\$ -
					\$ -
Facilities		Asbestos abatement \$\$ = ????			\$ -
TS		Lectern PC and Screen			\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
				Total	\$18,535.32

Recommendation

The GoCore committee is recommending Option 2, which would provide a computer at the front of the room and audio around the room without having to deal with the asbestos in the ceiling.

Tentative Timeline

April – Approval by Executive Committee

May-July – Discussion with Provost's Office and Libraries about funding (by the Chair)

July-August – Acquire equipment

August-December- Install of equipment the Faculty Senate rooms

Note: If we return to the Senate room in August, it might be best to request end of year funds for installation in early August. If we return to the Senate room next spring, installation could take place over the fall semester. This timeline is tentative and conditional on many dependencies.

Suggested Funding

Potential funding sources would include

- the Libraries,
- Faculty Senate Office,
- and the Provost's Office.

Greg Raschke, Director of Libraries, has indicated a willingness to support this endeavor by matching funding with the Provost's Office.

Appendix B - Orientation Session Project Proposal

April 29, 2021

Fall 2021 Orientation Project Proposal

Goal

Develop and implement an orientation session for all of the Faculty Senate to be delivered prior to the beginning of the next Faculty Senate session.

Objectives

The orientation session could potentially address the following areas:

- Discussion of the Chair's agenda for the upcoming session (focus areas and desired accomplishments)
- Overview of the Faculty Senate including
 - a review of the four responsibilities of the Senate
 - an overview of shared governance.
- History of the Senate
- Intersections between the General Senate and the Faculty Senate
- Review of Faculty Senate bylaws and Senate procedures including the process for handling issues of concern
- Committees
 - Review of committee structure and expectations
 - Introduction of committee chairs and the charge for each committee
 - Announce committee assignments
- Review of the relationships between the Executive Committee and the Faculty Senate committees
- Review of the intersections between the Faculty Senate committees and University Standing committees
- Review responsibilities of a senator
- Review of UNC System Faculty Assembly and intersections with the Faculty Senate.
- Discuss the role of Lead Senators
 - Introduction of lead senator concept
 - Selection of lead senator for each college
 - Discussion of communication strategies among each college cohort

Outcome

Develop a one hour session to be delivered by PowerPoint within a week of the first Faculty Senate meeting in the fall. The information should be succinct, delivered via a PowerPoint presentation and

include a resource document with a series of links or GoLinks. The components of the orientation should also be included on the web site as an orientation toolkit.

Deliverables

- Build out a phased approach to the orientation over the summer with Phase 1 ready to implement by early August. Given the range of areas to cover, development of an orientation should be incremental with elements added each year.
- Determine how this year's session will be delivered – in person or online. If the session is able to be delivered in person, align the orientation with a COVID-safe social event to allow for deeper engagement and interaction among the Senators.
- Review suggestions from GoCore about what to cover in this year's orientation and select the highest priority items to cover.
- Interview the past-Chair of the Faculty concerning best practices, history, and advice.
- Design a PowerPoint presentation and script.
- Develop an orientation Toolkit with information from the orientation to post on the Faculty Senate website.
- Determine orientation date and calendar event for all Senators

Out of Scope

- A multi-hour retreat with food (due to COVID-related restrictions)
- Intensive review of any one presentation topic

Team

Team member	Role
Joni	Leads project and coordinates logistics, develops initial presentation frame
Hans	Provides historical context and information about current procedures for the Senate.
Jade	Provides vision for next year. Helps create and design presentation. Primary presenter.
Maria	Provides project management assistance, conducts interviews, and assists with developing presentation.