

**Polk State College Faculty Senate Minutes  
April 2017**

**Date: Monday, April 10, 2017, Time: 3:00 p.m.**

**Location: WMS 124 and LTB 1295**

**Officers:**

Bill Caldecutt, President

Cindy Freitag, Lakeland Vice President

Anthony Cornett, Winter Haven Vice President

Jamie Haischer, Parliamentarian

Lee Childree, Secretary

Sally Fitzgerald, Senator at Large

Senators: Misty Sparling, Earl Brown, Greg Harris, Alexandros Dimitriadis, Cary Gardell, Lorrie Jones, Tina Feleccia, Johnny Stewart, Amy McIntosh, Michael Harrison

Others in attendance: Donald Painter, Reggie Webb, Orathai Northern, Kim Thomas

Guests: None

Meeting called to order: 3:01 PM.

**Approval of March Minutes.** Michael moved to approve the minutes. Jamie seconded the motion. The motion carried.

**Approval of April Agenda.** Cindy moved to approve the agenda. Michael seconded the motion. The motion carried.

**Reports**

*President's Report*

Bill referenced the President's Staff Information Items report, a document that is available for the Senate to view in PIE. This very detailed report is periodically generated by each administrative organizational unit and department. It is presented, discussed, and approved at President's Staff.

Bill updated the Senate on the presidential search. On the application deadline, March 29, there were 61 applicants. Our consultant, Dr. Jeff Hockaday, has pre-screened the applications and has recommended 24 for consideration by the committee. The committee met on Wednesday, April 5 to review evaluation rules. On April 17, the committee will meet to produce a list of the top ten candidates who will be asked to submit a video. On May 1, we will meet to select approximately 5 candidates to be forwarded to the DBOT for their consideration. On-site visits will then be scheduled, and each finalist will spend two days here for interviews and meetings with employee groups. Bill will update everyone when there are more details.

Faculty will have access to Canvas, our new LMS, starting in May 2017. We will have summer and fall to receive training and to import or develop courses. All online courses will be offered via Canvas in the spring of 2018. Alexandros questioned whether or not certification for Canvas will be mandatory. Bill said that he would determine the answer to this question prior to the next Senate meeting.

The Planning and Budget Council will meet on Tuesday, April 11. Bill will provide details afterwards.

The Distance Learning Committee is developing a new five-year strategic plan. Bill requested that all Faculty stay in contact with a representative from their area, to read updates, and to provide input. Current Faculty representatives are: Ben Gracy, Holly Scoggins, Carol Martinson, Fatin Morris Guirguis, Bruce Dubendorff, Sanford Betz, Greg Harris, Sally McMachen, Joan Connors, Anna Butler, Cindy Scofield, Ryan Wallace, Ray Oberg, and Lorrie Jones.

#### *Lakeland Vice President's Report*

Cindy shared the details of what was discussed at the DBOT meeting on March 27. Information about the search for a new College president was shared. Dr. Holden and other DBOT members expressed confidence that the search will be completed in May, as originally planned. Further details and updates on the search can be found at [polk.edu/presidential-search/](http://polk.edu/presidential-search/).

Cindy provided a list of dates that may be of interest to the Faculty, including:

April 19—District Campus Group meeting

April 27—Provost meeting

May 4—classes end at 5 PM

May 5—spring term grades due at 9 AM

May—summer Term classes begin

Cindy updated the Senate on the development of schedules. The college is currently in the process of building the 2018 -1, -2, and -3 academic schedules. Schedules were due from departments on April 7. Assistants are to enter changes from April 10 to April 28. Department proofing will occur from May 1 to May 12. Deans will proof the schedules from May 15 to May 19. It is estimated that schedules will “go live to the public” on May 22. Lastly, registration for the Fall 2018-1 term will begin on June 5.

#### *Winter Haven Vice President's Report*

Anthony was unable to attend the meeting due to his attendance at the Phi Theta Kappa's International Convention yesterday. His report is available on the Senate's PIE page. One highlight of the report, which Misty made mention of later in the meeting, was the COL cake auction, which was to be held April 13 in the gym. The proceeds of the auction will benefit the Amber Shaw Memorial Scholarship.

#### *Administrative Liaison Report*

Donald reminded the Senate of an email he sent on April 9. The email has a link to a survey he wishes for all Faculty to complete. As per Florida statutes, the Division of Florida Colleges is surveying students, faculty, bookstores, and publishers to enhance affordability of textbooks for students. The feedback will be used to revise State Board of Education Rule 6A-14.092—Textbook Affordability.

The College has obtained a list of currently enrolled students who do not have a student ID card. These students will be receiving an e-mail informing them that ID cards are mandatory and asking them to get one. In addition, OCPA is working to develop a discount program where local businesses can sign up to display a graphic informing customers that they receive a discount by showing their Polk State student ID. The College will maintain a list of these businesses on the website in order to further encourage students to get an ID.

While it is still early in the state budget process, both the House and the Senate budgets contain cuts to the Florida College System and Polk State College. The House budget contains cuts related to expenses for college and university foundations. The House believes that foundations should be self-sustaining and that state funds should not be used to pay foundation salaries and expenses. Last school year, the Polk State College foundation provided scholarships to approximately 2,000 students. Most donations to the College's foundation are donor-directed to scholarship funds. Donors are willing to contribute as they know their contributions go directly toward helping students.

The Senate budget contains cuts related to developmental education as a result of Senate Bill 1720, which was enacted into law in 2013. Although SB 1720 exempted certain students from taking developmental education, Polk State continues to serve these students. Under Florida law, developmental education is still mandatory for some students. The law also requires the College to offer developmental education to exempt students. Furthermore, the College must continue to follow its developmental education plan created in response to SB 1720. This plan requires enhanced student services.

### **Committee Reports and Updates**

Bill shared the need for Senate representation on a couple of new screening committees. Details are in the emails he sent out.

#### **Old Business:**

Nothing to report.

#### **New Business:**

Nothing to report.

### **Rules and Procedures**

Procedure 1006 Faculty Workload. Jamie shared that the only changes to the procedure are minor and are in Section C, 3d. The second sentence now includes the phrase “performance

issues” and the last sentence now includes “eligible” and “immediate.” The consequence of this change in wording is that DCs removed from their duties because of performance issues will not be *immediately* eligible to seek a new term upon termination of their DC duties.

Lorrie asked what would happen if the dean and the department disagreed on the performance of the DC. Jamie stated that it is the decision of the dean. Donald suggested an academic dean would be remiss to not take action in the case of a serious performance issue. Sally motioned to accept the amended procedure. Michael seconded the motion. The motion carried.

**New Business from the Floor:**

Sally shared the concern of a constituent about the inability to find changed rules and procedures. Bill informed the Senate that approved rules and procedures are available on the intranet (for those who are on campus and using a College device). Donald explained that soon everyone will be able to view the rules and procedures from anywhere via PIE.

**Adjournment:** Jamie motioned to adjourn at 3:34. Tina seconded the motion. The motion carried.

Respectfully Submitted,  
Lee Childree  
Secretary