

**Polk State College Faculty Senate Minutes
April 2018**

Date: Monday, April 9, 2018 Time: 3:00 p.m.

Location: LTB 1295 and WMS 124

Officers:

Bill Caldecutt, President

Cindy Freitag, Lakeland Vice President

Anthony Cornett, Winter Haven Vice President

Tina Feleccia, Parliamentarian

Lee Childree, Secretary

Greg Harris, Senator at Large

Donald Painter, Administrative Liaison

Senators: Jude Ryan, Jim Rhodes, Amy McIntosh, Johnny Stewart, Dann Hazel, Michael Harrison, Keith Libert, Misty Sparling, Alexandros Dimitriadis, Lorrie Jones, Earl Brown, LJ Russum (for Aaron Morgan), Carol Stinson, Andrew Coombs, Lorne Fairbairn

Guest: Dr. Angela Falconetti

Meeting called to order: 3:03 PM.

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

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

Reports

College President's Report

Dr. Falconetti spoke. She thanked the Senate for their hard work. She updated the Senate on organizational changes to the College. In her first five months, she met with over 100 employees from all departments. In those meetings, she sought advice on what needs to be improved at the College. The College also hired a consultant, Dr. Judith Bilsky, the previous president of the Florida College System. Dr. Bilsky met with 58 employees from various areas of the College. The results of these interviews yielded four key areas to work on across the College's campuses—efficiency, speed, collaboration, and cooperation.

The retirement of Winter Haven Campus Provost Dr. Santiago allowed for the opportunity to have Lakeland Campus Provost Steve Hull serve as provost for both campuses, at least temporarily. With Steve Hull serving as provost over both campuses, the two main campuses began to work better together on process and procedure. The success he had as provost over both

campuses swayed Dr. Falconetti to consider a new model for the College, specifically a vice-president of academic affairs/provost model. The intent is to have a stronger focus on the use of the classrooms and facilities for academic purposes while having great support from the deans who report to the vice-president/provost to provide the strong content-based support that professors and the College need.

Dr. Donald Painter has been moved into the District Dean of Academic Affairs position. The position of dean on each campus be retained. Dr. Orathai Northern will serve in the only new position, an additional dean position over the Corporate College and the Institute for Public Safety. Donald and Orathai will work closely together.

The College is looking to the future for expansion and is considering its options with its property in Haines City.

Steve Hull is in DROP and his retirement is November 2019. This allows the College to test the new model during his remaining time.

Alexandros asked Dr. Falconetti about allowing for input from the Senate. Dr. Falconetti indicated that that was the reason for her attending the meeting. Bill explained how the Senate has already provided input. Dr. Falconetti stated that the changes are not permanent, but that this is a trial.

Tina asked if the processes and procedures handled by the Vice President of Student Services and the Vice President of Academic Affairs are changing because of the reorganization. Dr. Falconetti stated that yes, there will be changes in who handles what. Dr. Falconetti also stated that the College has not finalized these processes and procedures. Dr. Falconetti expressed her belief in shared governance. She made the decision to make these changes after much deliberation and feedback from many faculty members.

Jude stated that there is a gap in governance at the College, primarily with the lack of empowerment for the Academic Coordinators. Dr. Falconetti stated that she would look into that.

Tina asked how the reorganization would affect salary schedules. Dr. Falconetti stated that she didn't have that information yet, but she will provide it when it is available.

Dr. Falconetti indicated that the College will be hiring a Chief Information Officer. This position will be paid for out of the realignment of positions, not from any new money coming into the College.

President's Report

Bill reminded the Senate that he loads the monthly report from President's Staff, "What's Up, What's New," to the Senate's PIE page. It summarizes all relevant projects, initiatives, and activities in each area of the College.

Bill told the Senate that the Planning and Budget Council will meet Tuesday, April 10. Preliminary information presented to President's Staff indicates that, although we expect a small increase in State funding this year, we have seen a decline in enrollment, we are not able to raise tuition, and there have been significant increases in the costs for FRS and health insurance. The estimated annual cost for a salary step and step-equivalent is \$400,000. The Business Office is exploring the feasibility of locating the funds for this.

Jude expressed a concern that not everyone is represented by the step structure. Faculty on the highest step have not received a raise in several years. Bill stated that he would communicate with all faculty about this. Donald suggested that now may be the time to extend the steps beyond the current level. Jude further expressed concern that only providing a step is a way of bypassing paying faculty a decent wage. Bill stated that he would let everyone know the results of the Budget Council meeting discussion.

Bill also reminded the Senate of upcoming vacancies at the College. Johnny stated that the invitations from HR to serve on these committees came out today. Bill expressed a desire for the Senate to volunteer to serve on these committees, which include Lakeland Dean of Academic Affairs; Chief Information Officer; and Vice President of Institutional Effectiveness, Accreditation, and Research.

Bill thanked everyone who participated in the faculty review of the proposed Behavioral Intervention Teams Procedure. At this time, administration has paused our movement towards implementing this system. Bill will keep everyone informed if there are any future developments or discussions.

Lakeland Vice President's Report

Cindy shared the highlights of her report, including a recap of the Lakeland Provost meeting on March 13. Steve Hull reviewed the college's plan for re-organization (previously detailed in Dr. Falconetti's report above). Faculty Senate President Bill Cadecutt and President Falconetti both sent out emails with details.

At the District Campus Group meeting on Wednesday, March 21, 2018, the following procedures/documents were reviewed: Proposed New Rule, Substantive Change; Proposed New Procedure, Substantive Change; and Proposed New Procedure Attachment, Process for Requesting Course Offering at Off-Campus Instructional Sites. The next District Campus Group (DCG) meeting is scheduled for Wednesday, April 18, 2018.

There was a Campus Security and Safety Meeting on Friday March 16.

There was a Student Success: Programs to Pathways session meeting on Friday March 16, 2018 on the Lakeland campus. The next session is scheduled for Friday, April 27, 2018 from 9:30 AM to 11:30 AM in WST 126 on the Winter Haven Campus.

Cindy also included upcoming events on the Lakeland campus:

- The Polk State College SALO Free to Be Me Club Meeting is Tuesday, April 10, 2018, from 12:00 PM to 1:00 PM in LAC 1243.
- Polk State SALO Writing Studio presents Grammar of Thrones: Troyka is Coming on Thursday, April 12, 2018, from 12:00 PM to 1:15 PM in LAC 1133.
- Ultimate Dance Center Hip Hop with Joshua Rubix Rafael: Free Dance Classes occur on Fridays.
- Graduation is Thursday May 3, 2018, at 6:30 PM at The Lakeland Center.
- Summer Session 3, 3A, & 8 week classes begin, Wednesday May 9, 2018.

Winter Haven Vice President's Report

Anthony reminded the Senate to RSVP for the graduation ceremony.

The Theatre Department is presenting *A Midsummer Night's Dream* beginning April 12. Shows run through April 22. This play is a full-theatre performance.

Administrative Liaison Report

Donald reminded the Senate of two upcoming events: Commencement and Professional Development Day.

PDD 2018 is scheduled for Friday, April 13. College classes are canceled for the day. The program schedule was just released.

Spring Commencement is scheduled for Thursday, May 3 at 6:30 PM at the Lakeland Center. Faculty are asked to arrive no later than 5:30 PM.

Committee Reports and Updates:

Greg shared that the screening committee for Sociology Faculty on the Winter Haven Campus has not met yet. They are awaiting HR approval of applications.

Earl shared that the screening committee for Assessment Specialist has wrapped up and a decision was made.

Lorrie shared that there is a committee for two nursing positions forming. Interviews will occur in the next month.

Tina asked for an update from the Distance Education Committee. Lorrie stated that the committee is looking at proctoring software from online vendors. Three of four potential vendors have shared. Donald stated that the College had been using Remote Proctor Now and he gave a mixed review of that program. Donald stated that the field of online test proctoring has grown significantly and IT felt it was a good time to look at other options.

Tina asked for a way to look up student IDs in Canvas. Lorrie stated that this has been addressed. Canvas is a messaging system and not a true email communication system.

Tina requested that the Distance Education Committee keep the faculty updated on any distance education changes. Lorrie indicated that she would keep the Senate apprised.

Old Business:

Nothing to report.

New Business:

Senate Bylaws. Tina asked if any senators had any feelings about changing the bylaws. The Senate discussed the timing of elections. Tina agreed to research the matter more and present at a future senate meeting. Michael motioned to table this item. Cindy seconded the motion. The motion carried.

Procedure 5034 Faculty Textbook Selection Process. Jude relayed a concern from Lisa Rosa that departmental coordinators do not have the power to make changes to textbook orders. Donald stated that the procedure indicates that the dean of a department can make exceptions to the textbook rules. There was nothing to vote on with this item.

Rules and Procedures:

Procedure 6002 (Attachment) Committee Composition. Cindy motioned to table this procedure as it was attached to the (pulled) BIT Procedure. Jim seconded the motion. The motion carried.

Procedure 5037 Substantive Change. Donald indicated that job titles were updated. Michael motioned to approve the updated procedure. Cindy seconded the motion. The motion carried.

Procedure 5037 Substantive Change (Attachment). Michael motioned to approve the attachment. Cindy seconded the motion. The motion carried.

Business from the Floor:

Bill shared a conversation he had with Vice-President Webb regarding how students inform professors that they are eligible for accommodations. Previously, students would hand the professor the form and occasionally there were disagreements as to whether or not a student had actually done this. Some feel it may be better to return to this method as a way of making the student take ownership in the process. Bill expressed concern about returning to this method because he and other professors have experienced the aforementioned problem—disagreement as to whether or not a student actually gave the professor the form. Bill suggested that the student be given two copies of the form and provide one to the professor. Bill asked what the Senate thought. Jim, Tina, and others suggested that the current system (via email) works well. Bill stated that he would share this sentiment with Vice-President Webb.

Adjournment: Michael motioned to adjourn at 4:20 PM. Keith seconded the motion. The motion carried.

Respectfully Submitted,
Lee Childree
Secretary